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SAN FRANCISCO CIVIL SERVICE COMMISSION

(RENUMBERED
& AMENDED)

CLASS TITLE: ASSISTANT YARDCHECKER

CODE: 9309

CHARACTERISTICS OF THE CLASS:

Under supervision, performs a variety of clerical duties relating to the movements of freight cars and trains on the Belt Railroad; prepares charges on switching and moving railroad cars; bills railroad users; types office correspondence; makes routine contacts with other departmental personnel and the general public in connection with the San Francisco Belt Railroad and performs related duties as required.

Requires responsibility for: Following detailed instructions and established procedures; personal contact with customers of the Belt Railroad or with representatives of other transportation concerns; maintaining a variety of records of freight car movements, charges, and other data.

EXAMPLES OF DUTIES:

1. Maintains records of incoming and outgoing cars, including time of arrival and departure, whether loaded or empty, and destination; processes forms necessary to record and bill freight car movements.

2. Computes charges for cars handled by the Belt Railroad; checks, compiles and types bills; prepares, or assists in the preparation of, income and expense statements for ICC account numbers.

3. Takes and prepares correspondence of the Superintendent and maintains office files, letters, reports and accounting records; orders office supplies and keeps inventory record of same.

4. Answers telephone and supplies general information to the general public, railroad users and personnel of railroads serving the San Francisco Belt Railroad.

5. Prepares, or assists in the preparation of, various reports required by the ICC, Bureau of Safety, Federal Railroad Administration, and U.S. Department of Labor; maintains personnel files and assists in the preparation of the Belt Railroad payroll.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school with courses in typing, supplemented by at least two years of progressively responsible and diversified office and typing experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of: Modern office methods and procedures; business English, spelling and arithmetic; requires good knowledge of the operation of common office machines and equipment.

Requires ability to: Use good judgment in making routine decisions in accordance with existing laws, ordinances, regulations and departmental policies and procedures; establish and maintain satisfactory working relationships with departmental personnel and the public.

Requires sufficient skill in typing to complete ³⁰~~50~~ net words per minute.

PROMOTIVE LINES:

To : 9318 Yardchecker

From: Original entrance examination

AMENDED: 3/13/72

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: ASSISTANT YARDCHECKER

CODE: 9317

CHARACTERISTICS OF THE CLASS:

Under supervision, performs a variety of clerical duties relating to the movements of freight cars and trains on the Belt Railroad; prepares charges on switching and moving railroad cars; bills railroad users; types office correspondence; makes routine contacts with other departmental personnel and the general public in connection with the San Francisco Belt Railroad and performs related duties as required.

Requires responsibility for: Following detailed instructions and established procedures; personal contact with customers of the Belt Railroad or with representatives of other transportation concerns; maintaining a variety of records of freight car movements, charges, and other data.

EXAMPLES OF DUTIES:

1. Maintains records of incoming and outgoing cars, including time of arrival and departure, whether loaded or empty, and destination; processes forms necessary to record and bill freight car movements.
2. Computes charges for cars handled by the Belt Railroad; checks, compiles and types bills; prepares, or assists in the preparation of, income and expense statements for ICC account numbers.
3. Takes and prepares correspondence of the Superintendent and maintains office files, letters, reports and accounting records; orders office supplies and keeps inventory record of same.
4. Answers telephone and supplies general information to the general public, railroad users and personnel of railroads serving the San Francisco Belt Railroad.
5. Prepares, or assists in the preparation of, various reports required by the ICC, Bureau of Safety, Federal Railroad Administration, and U. S. Department of Labor; maintains personnel files and assists in the preparation of the Belt Railroad payroll.

MINIMUM QUALIFICATIONS:

Requires completion of high school and two years of general clerical experience which should have included both accounting and general office assignments, including typing assignments.

PROMOTIVE LINES:

To : 9318 Yardchecker

From: Original entrance examination

ADOPTED: 2/14/72



**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

CLASS TITLE: Pile Worker

9330

DEFINITION:

Under supervision, performs a variety of manual work in the repair and construction of piers, wharves and related substructures including: placing, driving and capping piles; placing stringers, sawing and laying decking; boring holes and framing timbers; tearing out decayed and damaged decking, stringers, caps and pilings; assisting in moving and rigging the piledriver and/or truck crane; making minor repairs to piledriver machinery and equipment; fabricating rigging, both wire rope or synthetic line such as block and tackles, slings, chokers, pennants and related gear; building, maintaining and using floats, pontoons, or work boats in the maintenance and repair of piers and docks; and using and maintaining a wide variety of pneumatic and portable gas tools.

DISTINGUISHING FEATURES:

This journey-level position works as part of a crew under the supervision of a Piledriver Supervisor. It is distinguished from Class 9331 Piledriver Engine Operator in that the latter is responsible for operating, maintaining and repairing the steam piledriver hoisting engine, boiler and related equipment. It is distinguished from Class 9332 Piledriver Supervisor I in that it has no supervisory responsibilities.

SUPERVISION EXERCISED:

None.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be a restriction on the assignment of duties not specifically described in the class specification.

1. Performs a variety of manual work in the repair and construction of piers, wharves and related substructures by removing and replacing decayed and/or damaged caps, stringers and decking; pulling, driving, framing and bolting piles; burning old bolts; and repairing docks.
2. Loads or unloads piles, timbers or debris to or from trucks or barges.
3. Assists in moving and rigging the piledriver by setting up, tearing down and resetting rigging.
4. Makes minor repairs to piledriver machinery and equipment by fabricating rigging, both wire rope or synthetic line such as block and tackles, slings, chokers, pennants and related gear.
5. Builds and maintains floats, pontoons, workboats and rafts.
6. Assists the diver by manning the radio and sending down equipment and tools.
7. Uses international code of hand signals and whistles to signal instructions to the Piledriver Engine Operator.
8. Uses and maintains pneumatic and portable gas tools.
9. Drives forklift and/or Port vehicles.
10. Performs related duties and responsibilities as assigned.

DOCUMENTS DEPT.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: methods, materials, equipment and safety procedures used in piledriver operations; safety standards used when operating pneumatic and electrical tools; international code of hand and whistle signals used with hoisting equipment; and methods used in rigging and in rope and steel cable splicing.

Ability to: communicate with crew members and to understand instructions given by supervisors; use and maintain pneumatic and portable gas tools; abide by basic seamanship and coast guard regulations governing small boat handling.

Skill to: climb ladder to the loft to direct movement of piles; maintain balance on floating piles while rafting piles; swim to safety if knocked into water from floats, rafts, piles, etc.; and operate a skiff and/or other Port vehicles.

EXPERIENCE AND TRAINING GUIDELINES:

Training:

Four-year Pile Worker apprenticeship program.

Experience:

Three years journey-level Pile Worker experience.

License:

Possession of a valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment: sustained physical effort in, on and around water frequently under adverse weather conditions such as rain and cold; moving large heavy timbers; operating a skiff; and driving Port vehicles. Some positions require diving ability.

EFFECTIVE DATE: 7/9/31

AMENDED DATE: 7/23/42; 7/23/99

REASON FOR AMENDMENT:

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

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DEPARTMENT OF HUMAN RESOURCES

JOB CODE TITLE: PILEDRIVER SUPERVISOR I

JOB CODE: 9332
Business Unit: COMM**Definition:**

Under supervision of a Superintendent of Harbor Maintenance, the Piledriver Supervisor I performs the essential functions of assigning, directing and inspecting the work of a piledriver crew engaged in the construction, maintenance, repair or demolition of piers, wharves and other substructures for the Port of San Francisco. He/she is responsible for responding to emergency reports of damages to piers. The position requires a thorough knowledge of all procedures involved in placing, driving and removing piles (included is the knowledge of rigging, rafting, tending spool, operating the boiler engine and heavy framing, and of all the air and power tools and equipment used in these operations) in order to safely direct and lay out the work of the piledriving crew. The Piledriver Supervisor I may be required to perform duties of the Superintendent of Harbor Maintenance in his/her absence.

Some positions require the ability of a qualified diver to inspect underwater piles, wrap damaged piles, designate severely damaged piles for replacement; to perform underwater burning, welding and rigging; and familiarity with CAL OSHA regulations related to diving.

Distinguishing Features:

This job code, reporting to a Superintendent of Harbor Maintenance, is responsible for the direct supervision of day-to-day maintenance activities of a piledriver crew. It is distinguished from the Superintendent job code in that it is responsible for planning and directly overseeing pilework maintenance activities while the latter is responsible for indirect supervision of a variety of craft job codes. It is distinguished from the Pile Worker job code in that it has supervisory responsibility.

Supervision Exercised:

Job code 9332 exercises direct supervision over pile workers.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Supervises piledriving crew engaged in the construction, maintenance or demolition of piers and wharves.
2. Instructs crew regarding safety regulations.
3. Plans daily operations by inspecting work sites after pre-job conference to estimate crew and equipment needs and amount of time required for a specific job.

JOB CODE TITLE: PILEDRIVER SUPERVISOR I**JOB CODE: 9332**
Business Unit: COMM

4. Prepares written records.
5. May direct or perform underwater diving duties including the inspection of underwater piles, wrapping of damaged underwater piles, designating severely damage underwater piles for replacement, underwater burning, welding and rigging.
6. Drives Port vehicles in performance of above duties.

Job Related and Essential Qualifications:**Knowledge of:** pileworking operations and safety practices.**Ability to:** supervise; read and draw blueprints, shop sketches and drawings; communicate verbally and in writing; perform actual physical work; and drive Port vehicles while maintaining insurability.**Experience and Training Guidelines:**

1. Four years of verifiable journey-level experience as a pileworker or as an engine operator (or operating engineer); AND
2. Possession of a valid California driver's license AND
3. For diving positions only: One year verifiable experience as an underwater diving construction worker, or possession of certificate recognizing completion of an industrial deep sea diving course of instruction or equivalent.

License:

Possession of a valid drivers license and eligibility for coverage by the Port's insurance carrier.

Special Requirements:

Essential duties require the following physical skills and work environment: Ability to perform physical work in all weather conditions. Ability to wear appropriate forms of respiratory protection and pass a medical qualification examination for use of respirators is required.

Effective Date: 7/9/31**Amended Date:** 3/2/01**Reason for Amendment:**

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DREDGING SUPERVISOR

CODE: 9340

CHARACTERISTICS OF THE CLASS:

Under general direction, supervises dredging operations at the Port of San Francisco; directs the maintenance and repair of tugs and dredges; and performs related duties as required.

DISTINGUISHING FEATURES:

This is a single position class reporting to the Chief Harbor Engineer, and is responsible for planning, organizing and directing dredging operations for the Port of San Francisco. Primary duties are to direct the dredging crews and coordinate dredging activities in order to provide for the orderly flow of shipping into the port.

EXAMPLES OF DUTIES:

1. Directs daily operations of dredges and tugboats including maintenance and repairs. Drafts specifications for new equipment, repairs and replacements; inspects repair work in shipyards.
2. Reviews soundings of piers; determines required depth for docking vessels at each maritime pier and prepares dredging schedules.
3. Supervises the activities of dredge and tugboat crews; assigns work and makes on-site inspections of dredging work in progress.
4. Consults with port and steamship officials to coordinate dredging activities with other operations of the port; prepares records and reports relative to dredging operations.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school or the equivalent. Additional qualifying experience may be substituted for four years of the required education on a year-for-year basis.

Requires at least five years in one or a combination of the following types of experience:

1. Marine engineer in charge of operation, maintenance, and repair of the machinery and equipment of tugs or dredges engaged in dredging operations; OR
2. Supervisor in a plant or shipyard with immediate responsibility for manufacture, construction, or repair of tugs or dredge machinery, equipment or replacement parts; OR
3. Dredge lever operator with responsibility for repair and maintenance of dredge equipment and machinery; OR
4. Captain of a tug engaged in dredging operations, with responsibility for repair and maintenance of the tugs.

Knowledge, Abilities and Skills: Requires a thorough knowledge of the practices, procedures, requirements, and specifications involved in maintenance and repair of dredge and tug machinery and equipment; practices and equipment used in dredging operations; rules and regulations issued by the United States Government regarding operation of steam and diesel craft and floating equipment in inland waterways of the United States;

CLASS TITLE: DREDGING SUPERVISOR

CODE: 9340

MINIMUM QUALIFICATIONS: (Cont.)

principles of effective supervision and planning, directing and coordinating the work of others.

Requires ability to: plan, direct and coordinate the work of others; estimate quantity of materials to be dredged, and estimate the time, cost, material and personnel requirements for proposed dredging operations; assist in the preparation of effective specifications for repair of tug and dredge machinery and equipment; inspect maintenance and repair work in progress and enforce contract provisions of specifications; prepare effective daily progress reports and dictate correspondence; analyze situations accurately and adopt an effective course of action.

NEW CLASS

ADOPTED: Sept. 8, 1980



**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: ORNAMENTAL IRON WORKER
SUPERVISOR I**

**JOB CODE: 9342
Business Unit: COMMN**

Definition:

Under supervision of a Superintendent of Harbor Maintenance, the Ornamental Iron Worker Supervisor I supervises ornamental iron workers in preventive and corrective maintenance and capital project construction and repair of steel rolling doors, chain link fences, ornamental and structural ironwork. Essential duties include planning, scheduling, assigning and coordinating daily work with engineers, tenants, vendors, other crafts and safety agencies. Other responsibilities include: performing administrative functions such as section budget administration, justifying personnel and equipment; utilizing a computerized database system to track labor and material costs as well as generate reports as to facility conditions and project status; inspecting work in progress and work completed for conformance to instructions; and ensuring that work crews adhere to safety standards and to OSHA regulations.

Distinguishing Features:

This job code, reporting to a Superintendent of Harbor Maintenance, is responsible for the direct supervision of day-to-day maintenance activities of the Iron Workers Shop. It is distinguished from the Superintendent job code in that it is responsible for planning and directly overseeing iron work maintenance activities while the latter is responsible for indirect supervision of a variety of craft job codes. It is distinguished from the Ornamental Iron Worker job code in that it has supervisory responsibility.

Supervision Exercised:

Job code 9342 exercises direct supervision over ornamental iron workers and oversees employees responsible for coin collection, repair and maintenance of parking meters within Port jurisdiction.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Plans, lays out, assists and assigns work to crews engaged in fabricating, installing, dismantling, maintaining and repairing of steel rolling doors, fences, fire escapes, hand rails, ornamental and structural ironwork.
2. Inspects and reviews completed work and work in progress.
3. Estimates costs of jobs: damaged property, new projects and repair of maintenance projects.
4. Prepares reports on work accomplished.
5. Monitors work practices to ensure adherence to standards and OSHA regulations.
6. Prices and orders materials for jobs.
7. Completes performance evaluations for crewmembers.
8. Drives Port vehicles in performance of above duties.

**JOB CODE TITLE: ORNAMENTAL IRON WORKER
SUPERVISOR**

**JOB CODE: 9342
Business Unit: COMMN**

Job Related and Essential Qualifications:

Knowledge of: ornamental iron work methods and techniques; tools, materials and equipment used in ornamental ironwork; and understanding of computer software.

Ability to: supervise; read blueprints, shop sketches and drawings; communicate verbally and in writing; perform actual physical work; and drive Port vehicles while maintaining insurability.

Experience and Training Guidelines:

Six years ornamental iron work experience including:

- three years verifiable journey-level experience with steel rolling doors AND
- either two years verifiable journey-level ornamental or structural ironwork experience OR
- completion of recognized apprenticeship program of three years in the craft

License:

Possession of a valid drivers license and eligibility for coverage by the Port's insurance carrier.

Special Requirements:

Essential duties require the following physical skills and work environment: Ability to perform physical work in all weather conditions and at great heights and to supervise lead abatement crews in work related to ironwork. Ability to wear appropriate forms of respiratory protection and pass a medical qualification examination for use of respirators is required.

Effective Date: 8/21/72

Re-titled and Amended Date: 7/1/77

Amended Date: 11/17/00

Reason for Amendment:

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis for this job code.

DOCUMENTS DEPT

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SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SHEET METAL SUPERVISOR I

CODE: 9345

CHARACTERISTICS OF THE CLASS:

Under direction, plans, assigns, lays out and supervises the work of a moderate size group of subordinate workers engaged in sheet metal installation, repair and construction work; may participate in the actual work supervised; and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in this class are expected to provide line supervision to sheet metal workers and others engaged in a variety of sheet metal repair and construction activities. This class is distinguished from the higher class Sheet Metal Worker Supervisor II by its responsibility for immediate supervision of a moderate size group of subordinates including demonstration of the best methods of doing sheet metal work.

EXAMPLES OF DUTIES:

1. Plans, lays out and supervises the work of sheet metal workers and others engaged in sheet metal repair, maintenance and construction work; makes sketches of and estimates the cost of sheet metal repair and construction work.
2. Inspects work performed, keeps records of time and work performed as well as tools and materials used.
3. Advises in the selection of sheet metal materials and supplies; supervises the storage of materials and supplies and the care and maintenance of tools and equipment.
4. As assigned, requisitions materials and supplies for sheet metal work assignments.
5. Demonstrates the best methods of doing sheet metal work and sees that the work is carried out according to plans and specifications and is properly correlated with the work of other trades; in emergency situations may physically participate in the work of the trade.
6. Instructs subordinates in safe methods and procedures utilized in the installation and repair of sheet metal components.

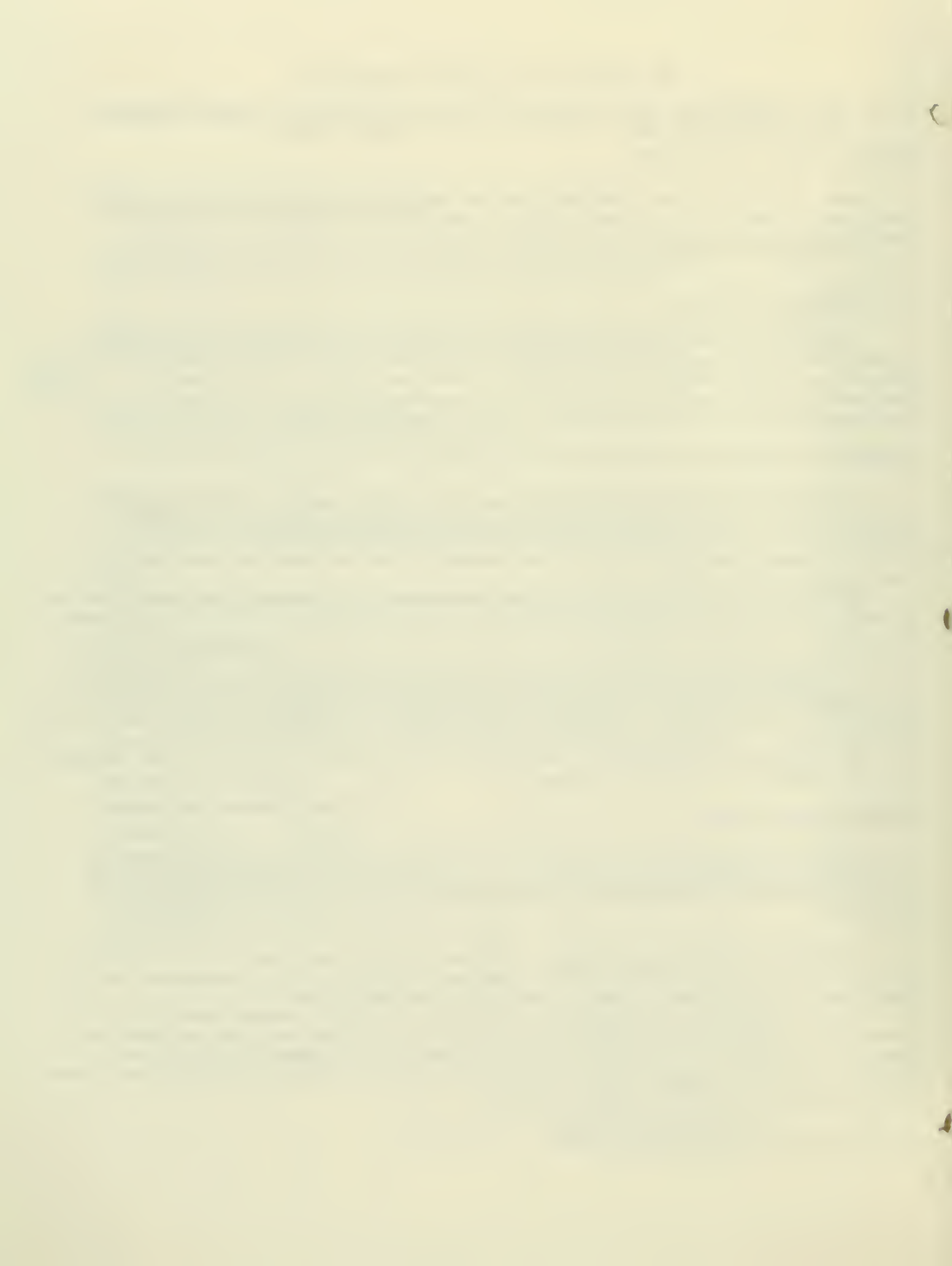
MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft and five years of experience as a journeylevel sheet metal worker; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires thorough knowledge of: the methods, materials, tools and equipment used in sheet metal work, including recognized safety practices; the techniques of sheet metal layout and development.

Requires ability to: effectively supervise subordinate workers involved in the sheet metal trade; make sketches of sheet metal work assignments; make estimates of material and labor costs; read blueprints and work from plans and specifications; follow oral and written directions; prepare records and reports; deal effectively with subordinates and workers in related trades.

RETITLED AND AMENDED: June 16, 1980



SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: HARBOR POLICE OFFICER

CODE: 9350

CHARACTERISTICS OF THE CLASS:

Under general supervision, patrols an assigned area of the Port of San Francisco; regulates parking and the movement of traffic on Port property; guards Port property; and performs related duties as required.

Requires responsibility for: Carrying out, enforcing and explaining various laws and ordinances, rules and regulations of the Port to Port users and the general public; frequent contact with the general public; maintaining records of patrol activities and writing a variety of reports relating to law enforcement work.

EXAMPLES OF DUTIES:

1. Patrols the area under the jurisdiction of the Port of San Francisco including streets, wharves, railroad sidings and buildings in the area; guards and protects Port property and that of Port tenants and other users of the Port.

2. Regulates pedestrian and vehicular traffic; issues parking citations or citations for moving violations occurring on Port property.

3. Provides general information and assistance to the public and to users of the Port; patrols assigned area by automobile; in harbor police office, receives and answers incoming calls and dispatches police vehicles or other personnel as necessary; maintains records of the Harbor Police Department activities and submits required reports; issues burning permits and turns in alarms.

4. Responds to fires, burglaries and other felonies or misdemeanors of Port property; may make arrests of persons known to have committed or suspected of law violations; makes and submits required reports of arrests, theft or damage to Port or to tenants property; gives testimony in court.

5. Receives complaints from public, Port tenants or other concerned parties regarding suspicious occurrences or other circumstances requiring the attention of the Harbor Police; makes investigations; takes corrective action when appropriate; submits reports as may be appropriate.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by one year of experience in a position which involved the safeguarding of life and property; experience in the military service in a military police unit may be deemed qualifying; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a knowledge of the layout of the Port of San Francisco, California Vehicle Code, City Ordinances, Port Regulations governing the use of the Port, the laws of arrests, first aid and the use of firearms and general police methods.

Requires the ability to: Follow directions, compose correspondence and concise reports; take immediate and independent action in the performance of law enforcement duties; use tact and good judgment in dealing with the general public.

PROMOTIVE LINES:

To : 9351 Harbor Police Sergeant

From: Original entrance examination

ADOPTED: 3/15/71

AMENDED: 5-15-78



SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

DOCUMENT

CLASS TITLE: HARBOR POLICE SERGEANT

APR 20 1971

CODE: 9351

CHARACTERISTICS OF THE CLASS:

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Under direction, on an assigned shift, acts as working supervisor of Harbor Policemen engaged in patrolling the Port area and protecting Port property of Port tenants; dispatches, assigns and reviews the work of subordinate Harbor Policemen; may patrol an assigned area; and performs related duties as required.

Requires responsibility for: Carrying out, enforcing and interpreting laws and ordinances relating to the Port and the California Vehicle Code; frequent contacts with Port tenants and other users as well as the general public on matters relating to the enforcement of Port policies as well as laws and rules; maintaining a variety of operational records and reports pertaining to patrol and law enforcement activities carried on at the Port.

EXAMPLES OF DUTIES:

1. Assigns duties and work to Harbor Policemen engaged in the patrol of the Port area; supervises the work of officers in the field.
2. Reviews the work of subordinates, checking for security of property, fire safety, traffic conditions and other circumstances; instructs new recruits; evaluates the performances of subordinates.
3. Receives complaints and calls on security or law enforcement problems occurring on Port property; dispatches officers to investigate or take appropriate remedial action; provides information to other law enforcement agencies.
4. Takes charge of emergency situations or accidents occurring during assigned watch; may make arrests; testifies in court; maintains records of law enforcement activities; maintains attendance or other personnel records and prepares and submits required reports; approves the issuance of "hot" permits.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school and three years of experience in the performance of the duties of Harbor Policemen at the Port of San Francisco; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a working knowledge of the laws of arrest, the rules of evidence, court procedures, City ordinances, Port regulations governing the use of the Port, California Vehicle Code, and the legal rights of citizens; the layout of the Port of San Francisco, the principles and practices of modern police administration; first aid and the use of small firearms; the principles of traffic control; principles of supervision.

Requires the ability to: Supervise the activities of a group of policemen; train new recruits as well as veterans in modern law enforcement techniques; maintain effective and courteous public relations; issue clear instructions to subordinates and prepare concise and accurate reports.

PROMOTIVE LINES:

To : 9352 Harbor Police Captain

From: 9350 Harbor Policeman

ADOPTED: 3/15/71

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2.0.1.2

2.0.1.3

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: HARBOR POLICE CAPTAIN

DOCUMENTS

CODE: 9352

APR 20 1971

CHARACTERISTICS OF THE CLASS:

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Under general direction, plans, organizes and directs the law enforcement activities of the Harbor Police Force; reviews law enforcement coverage for maximum effectiveness and takes steps to improve police coverage of harbor property; and performs related duties as required.

Requires major responsibility for: Executing, enforcing and explaining laws, ordinances and policies applicable to the Port of San Francisco; frequent personal contacts with Port tenants, officials of the San Francisco Police Department, U. S. Navy, Coast Guard, Customs Service and other agencies having business involving security or law enforcement matters at the Port; reviewing and directing the operation of a variety of operating records and reports including arrest and incident reports and efficiency records of officers.

EXAMPLES OF DUTIES:

1. Plans and organizes the police patrol activities at the Port in such a manner as to maximize effectiveness of the Harbor Police Force engaged in the protection of lives and property, traffic and parking control and general law enforcement activities on the Port premises.
2. Directs the training of police recruits and the retraining of veteran Harbor Policemen; reviews efficiency records prepared by subordinate supervisory personnel; directs the maintenance of personnel and attendance records and plans schedules of patrol activities.
3. Coordinates Harbor Police activities with those of the San Francisco Police Department, Coast Guard and other agencies; provides communication and acts as liaison between the Port and other governmental agencies in matters involving security or law enforcement; confers with counsel in regard to legal problems involving law enforcement.
4. Tours Port property, reviewing the work of subordinate Harbor Policemen engaged in patrol, law enforcement and parking and traffic control; assures adherence to safety, fire prevention and other regulations of the Port.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school and requires five years of experience in the enforcement of harbor rules and regulations and the protection of property including three years as Harbor Police Sergeant; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of the principles and practices of modern law enforcement; layout of the Port of San Francisco, laws of arrests, rules of evidence, legal rights of citizens and court proceedings.

Requires the ability to: Plan, assign and supervise the work of the Harbor Police Force; supervise the training of personnel; maintain effective working relations with Port tenants or their representatives; prepare concise reports.

PROMOTIVE LINES:

To : No normal line of promotion

From: 9351 Harbor Police Sergeant

ADOPTED: 3/15/71

21/05/2014

15.05.2014

15.05.2014

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

CLASS TITLE: ELEVATOR & CRANE TECHNICIAN

CODE: 9354

Definition:

Under general supervision, performs skilled electrical, mechanical, electronic, welding and rigging work in connection with the maintenance, repair and trouble shooting of cranes, elevators and related equipment. Requires responsibility for inspecting, maintaining, installing, modifying/enhancing, repairing, troubleshooting, testing and operating crane and elevator electrical, electronic, mechanical, rigging and hydraulic components, power distribution systems, crane diesel engine components, and crane pneumatic components. Maintains documentation for cargo operations, damages, preventive maintenance, work orders, elevator and crane logs, inventory records, etc.: and perform other duties as required.

Distinguishing Features:

An Elevator & Crane Technician is a journey-level employee whose work is not limited to a particular skilled field. Positions in this class perform all necessary maintenance and repairs involving skilled electrical, mechanical, electronic, welding and rigging work on container cranes operated by the Port of San Francisco. Incumbents in this class must be capable of working alone and unsupervised in repairing and troubleshooting any type of equipment failure during a shift. Must be capable of working from written and/or verbal instructions or from plans and diagrams to accomplish work assignments outdoors, at heights of up to 250 feet above the ground, often in hazardous situations. Employees in this class may work in close proximity to energized high-voltage electrical circuits and equipment.

Supervision exercised: None

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Maintains, installs, modifies/enhances, repairs, troubleshoots, tests and operates crane and elevator electrical components including AC & DC generators and motors up to 300 HP; brakes, transformers, motor starters, circuit breakers, relays, limit switches, load cells, slack rope devices, proximity sensors, space heaters, floodlights systems, load indicators, boom angle indicators, controllers, alarms, overtemp devices, contactors, wiring and other components.
2. Maintains, installs, modifies, repairs, programs, troubleshoots, tests and operates crane and elevator electronic components including programmable logic controllers, printed circuit boards, capacitors, resistors, diodes, transistors, SCR, rectifiers, RC networks, transistors, metal oxide varistors, micro chips, zener diodes, digital equipment, input/output modules, control cards, emergency shutdown systems, wind warning systems, intercom systems, regulators, micro switches, and other electronic components.
3. Maintains, installs, modifies/enhances, repairs, programs, troubleshoots, tests and operates power distribution systems including High Voltage (up to 4160 volts) gear, sub-station, circuit breakers, switchgears, transformers, power trench rail feeds, power take-up reel and cable, protective devices, and other control components.
4. Maintains, installs, modifies/enhances, repairs, troubleshoots, tests and operates crane and elevator mechanical and rigging components including open gears, speed reducers, wire ropes, sheaves, latches, twistlocks, rope drums, spreader mechanism, jactuators, thrustors, forestays, chain drives, wheels, bearings, seals, stabilizers, equalizers, rail brakes, buffers, service hoists, press, ratchets, pulleys, festoon trucks, and other components.

5. Maintains, installs, modifies/enhances, repairs, troubleshoots, tests and operates crane and elevator hydraulic components including pumps, cylinders, actuators, control valves, relief valves, filters, check valves, bleeder valves, lines, fittings, hoses, adapter, quick disconnects, crimpers, compensators, flow controls, solenoids, tanks/reservoirs, accumulators, oil samplers, cushion valves, pilot valves, pumps, seal kits and other components.
6. Maintains, installs, modifies/enhances, repairs, troubleshoots, tests and operates crane diesel engine components including minor tune-up and adjustments, starters, governor, turbo charger, linkages, air filters, air box, water pump, fuel filter and strainer, shutdown solenoid, tachometer, radiator, speed switch, oil and water heaters, injectors, fuel and oil lines, alternators, gauges, sensors and other components.
7. Maintains, installs, modifies/enhances, repairs, troubleshoots, tests and operates crane pneumatic components including air compressors, band brakes, wind warning test lines, regulators, gauges, lines, fittings, belts, pressure switches, filters, pumps, valves, water separators and other components.
8. Completes routine documentation for cargo operations, damages, preventive maintenance, work orders, elevator and crane logs, inventory records, and other reports and records as requested.

Job Related and Essential Qualifications:

Knowledge of various types of electrical equipment and installations; tools, materials and equipment necessary for the maintenance and repair of such installations; industrial controls; electrical, mechanical, electronic, rigging, hydraulic, diesel and pneumatic components and systems; major and minor malfunctions for container cranes and the methods of repairing them; preventive maintenance measures for container cranes; the uses of and working of test instruments; existing safety codes, ordinances and regulations.

Ability to: read, interpret and work from electronic, hydraulic & mechanical drawings, schematics and blueprints and related manuals; maintain routine records and report on work accomplished; deal tactfully and effectively with tenants in handling their problems and complaints; work at heights of up to 250 feet.

Skills in: the use and handling of electrical equipment and tools used in the electrical trade, electronic test equipment, industrial tools and equipment, rigging equipment and computers.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Three years industrial electrical maintenance, with emphasis on motor/generator maintenance. Experience maintaining and repairing cranes and/or elevators preferred.

Training: Completion of an electrical apprenticeship or two years additional experience as described above.

License or Certificate: Some positions may require a California driver's license.

Special Requirements: Essential duties require the following physical skills and work environment: Ability to work outdoors in all weather conditions and at heights of up to 250 feet, often in hazardous situations. May work in close proximity to high voltage electrical circuits and equipment. May be required to drive.

EFFECTIVE: 10/6/96

MAR 03 1999

SAN FRANCISCO
PUBLIC LIBRARYCITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

CLASS TITLE: Wharfinger II

9356

Definition:

Under general direction administers and oversees the operation and management of the Port's facilities servicing maritime industries including cargo and cruise shipping, fishing, ferries, harbor services and excursion boats; assists in the negotiation and preparation of marine terminal agreements, leases and permits; provides technical assistance on maritime matters related to use of harbor facilities, vessel berthing, cargo handling, Coast Guard and Department of Fish and Game regulations, hazardous materials and tariff rates and regulations; enforces tariff regulations and lease terms for use of maritime facilities; assigns berths; documents vessel arrivals and departures; generates bills; and performs related duties as required.

Distinguishing Features:

This position, reporting to the Maritime Operations Manager, is responsible for performing a variety of activities in support of maritime industries operating at Port maritime facilities.

Supervision Exercised:

May supervise support staff as required.

Examples of Important and Essential Duties:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 9)

1. Assists in the negotiation and preparation of marine terminal agreements, leases and permits for use of Port maritime properties.
2. Monitors and enforces compliance by carriers, terminal operators, and other Port users with tariff regulations, berthing assignments, lease agreements, and other applicable policies and procedures.
3. Initiates work orders and capital projects, facilitates necessary repairs and maintenance of facilities with Port, City or outside contractors.
4. Inspects facilities; prepares condition surveys; investigates damages to Port property and/or claims against the Port; and negotiates settlements.
5. Devises solutions to problems that arise at maritime facilities and properties and serves as liaison between Port and maritime customers to assist in the safe, efficient operation and promotion of their business.
6. Documents arrival and departure of vessels; generates billings; collects berthing fees; and assists in collection of past due bills.
7. Performs related duties and responsibilities as assigned.

Job Related and Essential Qualifications:

Knowledge of: Requires a working knowledge of laws, regulations and procedures related to management of the Port's maritime industries including tariffs and rates.

Ability to: Requires ability to develop effective working relationships with all facets of the maritime industry as well as with other divisions at the Port; to identify problems and recommend and coordinate solutions as necessary; operate a personal computer to perform such functions as data entry and e-mail, to generate spreadsheets, and to use other word processing software; write various types of correspondence and documents clearly and concisely; speak clearly, concisely and effectively to individuals and/or groups.

Experience and Training Guidelines:

Any equivalent combination of training and experience that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Training:

Requires equivalent to possession of a baccalaureate degree.

Experience:

Requires three years experience at a port, terminal operating company, or shipping company performing duties needing extensive knowledge of marine shipping practices, tariffs and port terminology.

License:

Possession of a valid California driver's license.
HAZWOPER certificate
First Aid/CPR certificate

Special Requirements:

Essential duties require the following physical skills and work environment:
Ability to board a ship; to work in a standard office environment; to drive and to work outdoors in inclement weather.

Effective Date: 1/5/67

Amended Date: 2/12/99

Reason for Amendment:

Class 9356 has been amended to reflect the broader responsibilities of the position.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CARGO OPERATIONS MANAGER

CODE: 9357

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, organizes and directs a wharfinger section responsible for administering and overseeing the operation and management of the Port's cargo-related customer service and property programs; provides technical assistance to other divisions on maritime matters including vessel berthing; develops cargo-related commercial and waterfront property-leasing and use programs for Port land, buildings and other facilities; applies regulations and tariffs for use of harbor facilities; coordinates with members of the maritime industry in matters involving port operations and performs related duties as required.

DISTINGUISHING FEATURES:

The incumbent in this class is responsible for safe and efficient management and operation of the Port's cargo-related property involving terminals, cargo movement and property use for the Cargo Services Division. This class is distinguished from class 9386 Senior Property Manager in that it is responsible for the management of all cargo-related commercial and waterfront property including the areas of customer service, billing and collection of all cargo-related revenue in areas such as property planning, management, maintenance, and regulation and tariff application.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Manages and directs cargo customer service, devising solutions to problems which arise at cargo-related properties; serves as liaison between the Port and steamship lines, terminal operators, and steamship agents to assist them in the safe, efficient operation and promotion of their business.

2. Oversees the negotiation and preparation of permits and leases for use of Port property for industrial, commercial or maritime use; prepares and administers cargo terminal management agreements.

3. Plans, organizes and directs the operation of the Cargo Division wharfinger section, including the billing and collection of all cargo-related revenue and revenues for use of various Port buildings, land and other properties and promotes optimum utilization of these areas; administers and maintains the Port's tariff.

4. Initiates, prepares, and oversees requests for services from Cargo Division Customers; coordinates with other Port divisions to assist in the occupancy, maintenance, repair, construction, alteration and operation of cargo-related Port lands, buildings and properties.

5. Conducts frequent inspections of facilities to insure that rules and regulations issued by the Port, U.S. Coast Guard, U.S. Department of Transportation, City, State and other agencies are observed.

6. Oversees and administers reports of damage to Port property; determines or assists in determining the party responsible for repairs and the billing costs of these repairs; acts as liaison between Port users, agents, attorneys, insurance companies and Port and contracted repair personnel; negotiates settlement of payment for repairs.

EXAMPLES OF DUTIES: (continued)

7. Originates and participates in planning of capital improvement projects, including properties, transportation, dredging, maintenance and modifications; coordinates activities with Port customers on capital improvement projects; analyzes feasibility studies and proposals.

8. Directs the Port's hazardous handling and permitting program, coordinating with the U.S. Department of Transportation, the California Highway Patrol, U.S. Coast Guard and San Francisco Fire Department.

9. Administers and coordinates record-keeping for Cargo Services and disseminates information to Port staff as required; prepares correspondence and reports; coordinates implementation of data processing for control of vessel data, billing and property maintenance; collects and analyzes data pertaining to performance of Port terminals.

10. Supervises assigned staff; conducts training and briefing sessions on all aspects of industry and Port such as hazardous cargo, new vessels, and Port development plans; conducts evaluations and prepares performance evaluations.

11. Develops annual budget for wharfinger section of Cargo Services; manages, monitors and approves budget expenditures.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications... and other particulars....Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Comprehensive knowledge of port management; ship, rail and truck transportation; ship characteristics including their berthing and servicing requirements; cargo terminal operations; port terminology; facilities maintenance; longshore industry; government regulations; rates and tariffs; vessel husbanding; property transaction procedures; office management; billing and accounting procedures; personnel management and supervision; customer service; report writing.

Ability to: direct and supervise personnel; negotiate leases and settlements; develop effective working relationship with all facets of maritime industry; take effective action in a variety of situations; develop and implement plans for use of property; interpret and implement policies, regulations and procedures.

RETITLED AND AMENDED: 3-1-93

#4348c

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CRANE MECHANIC SUPERVISOR

CODE: 9358

CHARACTERISTICS OF THE CLASS:

Under direction, supervises a crew of Electricians and Maintenance Machinists engaged in the maintenance, repair and watchstanding duties of dockside container cranes, mobile truck cranes, overhead bridge cranes and related equipment; maintains records and inventory control; develops and conducts training programs for safe and efficient maintenance and repair of cranes; and performs related duties as required.

DISTINGUISHING FEATURES:

This class is distinguished by its specialization in crane mechanics and its primary responsibility for supervising the work of a crew of Electricians and Maintenance Machinists involved in the repair and maintenance of cranes. An incumbent in this class reports to the position of 9359 Assistant Superintendent, Harbor Maintenance, Cranes, which has broad management responsibility for the entire operation of the Crane Division.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Supervises, plans, schedules, sets priorities and assigns work to a crew of Electricians and Maintenance Machinists engaged in the maintenance, repair and operational watchstanding activities of dockside container cranes, mobile truck cranes, overhead bridge cranes and related equipment.
2. Surveys and modifies preventive maintenance program and determines frequency of tasks; schedules preventive maintenance inspections; and keeps maintenance records.
3. Responds in emergency to tenants to reschedule operational needs as they change and to assist watchstander as technical back-up when needed.
4. Arranges and conducts employee training to: upgrade existing technical skills; insure correct use of test instruments; instill safety practices while working on cranes; and introduce new equipment.
5. Operates a microcomputer and develops programs for crane maintenance, spare parts inventory and a remote monitoring system for cranes.
6. Arranges and coordinates work projects with other Port craft personnel, such as welders and carpenters, and with outside contractors; oversees an oil sampling analysis program on hydraulic, mechanical and diesel lubricants.
7. Maintains, troubleshoots and repairs digital electronic circuits and components in container crane controls and monitoring devices.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Comprehensive knowledge of: container crane, electrical, electronic and hydraulic components; and the operation, maintenance and repair requirements of high voltage equipment.

Ability to: plan, schedule, coordinate and supervise the activities of the crane mechanics; read electrical, electronic and hydraulic blueprints; maintain diesel engines and related parts; communicate effectively with a variety of people, including tenants, terminal managers and stevedore company representatives, with regard to scheduling and responsible use of Port equipment; train others in safe and efficient procedures of crane maintenance; prepare maintenance reports and records.

License: Requires a valid California state driver's license.

ADOPTED: May 19, 1986

#0094b

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT SUPERINTENDENT, HARBOR
MAINTENANCE, CRANES

CODE: 9359

CHARACTERISTICS OF THE CLASS:

Under general direction, manages the operations of the Port's Crane Division; coordinates, directs and monitors the work of subordinate supervisory personnel engaged in the maintenance, repair and operational watchstanding of dockside container cranes, mobile truck cranes, overhead bridge cranes and related support equipment; performs liaison work between the Crane Division and other Port Departments; develops and implements strategies to accomplish the long range goals of the Crane Division; and performs related duties as required.

DISTINGUISHING FEATURES:

This is a single position class reporting to the Superintendent of Harbor Maintenance and Repair. This class is distinguished by its overall program responsibility for planning, organizing and directing the activities of the Port's Crane Division to ensure the safe and efficient operation of all waterfront cargo handling equipment. This class is further distinguished from the lower classification Crane Mechanic Supervisor by the latter's responsibility for the first-line supervision of craft workers.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Coordinates, oversees and monitors the work of subordinate supervisory personnel engaged in the maintenance, repair, inspection and operational watchstanding activities of dockside container cranes, mobile truck cranes, overhead bridge cranes, and related support equipment.

2. Initiates, arranges and coordinates work with outside private company owners, officers, managers, engineers, supervisors and others in the implementation of a wide variety of transactions including: annual crane OSHA certifications; crane painting contracts; employee training; warranty repairs and servicing; assessment of cost for damages to cranes; insurance adjustments and appraisals; structural inspections; diesel engine maintenance; and new maintenance services and techniques.

3. Determines long range goals of the Crane Division and implements strategies to accomplish them; projects personnel needs; plans modifications to existing equipment; determines new equipment needs, upgrading of existing crane systems and uses of micro-computers.

4. Develops a program of planned preventive and corrective maintenance; determines craft personnel requirements on the basis of planned work schedules.

5. Prepares and administers Crane Division's annual budget.

6. Represents the Crane Division with other Port Departments as well as with various city and county departments.

CLASS TITLE: ASSISTANT SUPERINTENDENT, HARBOR
MAINTENANCE, CRANES

CODE: 9359

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Comprehensive knowledge of: electrical, mechanical, hydraulic, diesel and electronic components related to the operation, maintenance and repair of container cranes and other cargo handling equipment; OSHA standards relating to safe operation of cranes.

Ability to: plan, direct, coordinate and monitor the activities of the crane mechanic supervisors and their crews; read electrical, electronic and hydraulic blueprints; communicate effectively with people from other Port departments, representatives of various city and county departments and managers from private companies; prepare and administer division budget.

License: Requires a valid California state driver's license.

ADOPTED: May 19, 1986

#0095b

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: CONSTRUCTION AND MAINTENANCE SUPERVISOR II, PORT

CODE: 9360

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, assigns and supervises the work of a number of crews engaged in construction and maintenance operations at the Port of San Francisco; directs excavation, resurfacing, clean-up and blacksmithing activities; and performs related duties as required.

DISTINGUISHING FEATURES:

This class is distinguished from General Laborer Foreman in that supervision is not limited to laboring crews but extends to truck drivers, equipment operators and may extend to other craftsmen, as well as blacksmithing activities and equipment repair.

EXAMPLES OF DUTIES:

1. Plans, assigns and lays out the work of laboring crews engaged in resurfacing and constructing side walks, streets and piers; supervises a variety of clean-up operations, including the removal of floating debris from waterfront; supervises and lays out the work of equipment operators engaged in excavating, resurfacing or clean-up activities; may demonstrate proper operation of equipment to subordinates.

2. Lays out and assigns duties and work in blacksmiths shop and instructs subordinates on jobs to be performed; directs the repair and maintenance work on heavy construction and cleaning equipment; orders materials and equipment necessary for the continued operation of all crews working under his direction.

3. Inspects condition of streets, side walks, decks, pedestrian crossings, railroad crossings, pier aprons and bulkheads for conformance to safety requirements; inspects work completed by subordinate crews to insure conformance with instructions; inspects equipment used for condition and orders appropriate maintenance and repair to be performed.

4. Inspects jobs to be assigned subordinates and estimates men, equipment and material necessary to complete the work; maintains or supervises the maintenance of cost records of construction and maintenance work performed; enforces and instructs in safety regulations and practices.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by five years of experience in construction and maintenance work involving at least two years in the performance of supervisory duties involving the estimating, planning and direction of a variety of construction and repair work.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of general construction and maintenance methods and equipment, especially with respect to resurfacing, excavating, clean-up and equipment maintenance and repair.

Requires the ability to supervise the work of a number of crews engaged in diversified construction and maintenance activities; works from and lays out work from blueprints, drawings and plans; run hand level grades or elevations; maintain simple records of work performed and make estimates of time, men and material.

PROMOTIVE LINES:

To : 9362 Asst. Supt., Harbor Maintenance, Bldgs. & Streets
9363 Asst. Supt., Harbor Maintenance, Piers & Wharves

From: 7215 General Laborer Supervisor I

Adopted: 12/1/69

Retitled: 7/1/77

DEC 14 1999

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**SAN FRANCISCO
PUBLIC LIBRARY**JOB CODE TITLE: GENERAL SUPERINTENDENT OF
HARBOR MAINTENANCE****JOB CODE: 9364
Business Unit: COMMN****Definition:**

Under general administrative direction, administers, controls and oversees the planning and day to day operations of the Port's maintenance department; articulates the goals, standards and achievements of the maintenance department to management, commissioners and the public; prepares and monitors budget; develops long and short range maintenance plans for facilities and equipment; develops capital project plan; prioritizes maintenance resources with other Port divisions, analyzes operations and improves efficiency and productivity of the department; reviews leasing and development agreements as pertaining to maintenance issues; develops and implements audit program for developer/lease owner responsible for maintenance activities; and initiates and negotiates interdepartmental work orders with Department of Public Works, Public Utilities Commission and other agencies.

Distinguishing Features:

This job code, reporting to the Deputy Director, Port, is responsible for implementing an effective maintenance program for all of the Port's facilities and equipment. It functions at the level of an assistant deputy director in charge of the maintenance activities of the Facilities and Operations Division. It is distinguished from the Deputy Director job code in that it is responsible for the indirect supervision of all craft job codes while the latter is responsible for engineering, environmental and craft job codes. It is distinguished from the Assistant Superintendent job codes in that it is responsible for the planning, development and implementation of the Port's maintenance program, whereas the latter job code is responsible for direct and indirect supervision of day-to-day maintenance activities of a number of craft crews.

Supervision Exercised:

Job code 9364 exercises direct or indirect supervision over maintenance staff.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Manages the day-to-day operation of the Maintenance Department.
2. Articulates the goals, standards and achievements of the Maintenance Department to management, commissioners and the public.
3. Prepares and monitors the Maintenance Department's budget.
4. Analyzes operations to improve the department's productivity.
5. Develops long and short term maintenance plans for facilities and equipment.
6. Develops capital projects plan.
7. Prioritizes maintenance resources with other divisions.
8. Plans, directs and coordinates work during emergencies.
9. Performs related duties and responsibilities as assigned.

**JOB CODE TITLE: GENERAL SUPERINTENDENT OF
HARBOR MAINTENANCE**

**JOB CODE: 9364
Business Unit: COMM**

Job Related and Essential Qualifications:

Knowledge of: facilities maintenance management and state of the art maintenance techniques.

Ability to: analyze situations and be creative in problem solving and strategic planning; to work well with others; and to communicate well both orally and in writing.

Experience and Training Guidelines:

1. Possession of a baccalaureate degree from an accredited college or university AND three years of supervisory experience, equivalent to second line supervisory level, directing large maintenance work units or three years of maintenance supervisory experience in a Port environment; OR
2. Seven years maintenance activity experience which MUST INCLUDE three years supervisory experience equivalent to a second line supervisory level directing large maintenance work units or three years of maintenance supervisory experience in a Port environment.

License:

Possession of valid drivers license and eligibility for coverage by the Port's insurance carrier.

Special Requirements:

Essential duties require the following physical skills and work environment: Ability to work in a standard office environment; mobility to visit and inspect Port facilities.

Effective Date: 2/24/56 "

Re-titled and Amended Date: 5/25/99

Amended Date: 10/15/99; 11/29/99

Reason for Amendment:

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis for this job code.

CLASS TITLE: SENIOR ESTIMATOR, HEAVY CONSTRUCTION, PORT

9365
CODE: 9380

CHARACTERISTICS OF THE CLASS:

Under general direction, performs important duties in the preparation of the most difficult and complex cost estimates on major construction projects at the Port, including terminals and other projects of considerable magnitude; assigns and supervises estimated and related work; and performs related duties as required.

DISTINGUISHING FEATURES:

This class is distinguished from the Associate Estimator of Heavy Construction in that it involves responsibility for major engineering projects and the most difficult and important estimating problems. This class may involve responsibility for the supervision of others engaged in the preparation of cost estimates.

EXAMPLES OF DUTIES:

1. Prepares from preliminary plans and specifications complete quantity surveys of materials and labor required for the completion of major Port construction contracts.
2. Prepares advertisements for both formal and informal bidding on projects; review, directs the review of contracts for accuracy and completeness; reviews and recommends on progress payments for construction schedules of major projects involving payments of large sum. directs or performs the checking of prices on materials and labor and establishes estimates of the cost of major construction projects.
3. Prepares unit and total cost analyses of completed jobs; checks and negotiates cost of charging submitted by contractors; making important personnel contacts with contractors and their representatives in this connection.
4. Prepares and directs the preparation of preliminary estimates from rough sketches; writes and directs the writing of short specifications for the requisitioning of materials; prepares lists of materials.
5. Makes valuation appraisals of existing structures; prepares a variety of reports and records in connection with the preparation of estimates.
6. Prepares annual fire insurance evaluations; estimates fire coverage; compiles data for insuring structures; prepares quarterly reports on anticipated construction expenditures; contacts correspondence relative to construction activities.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school and seven years of progressively responsible experience in the construction industry either as a general contractor involved in major construction projects or in the estimating for a governmental or private agency in a position involving responsibility for major projects.

Knowledge, Abilities and Skills: Requires a thorough knowledge of: Labor costs and construction material costs, especially as they apply to major heavy waterfront construction; methods and equipment used in construction; current material and labor costs.

Requires the ability to: Read and interpret plans of specifications and to estimate material, labor and indirect costs of major Port construction; detect errors and discrepancies in plans and specifications; write clear and comprehensive reports and direct work of others.

PROMOTIVE LINES:

To : No normal lines of promotion

From: 9372 Associate Estimator of Heavy Construction, Port

ADOPTED: June 1, 1970



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CHIEF, BUREAU OF COMMERCIAL DEVELOPMENT, ENGINEERING AND
MAINTENANCE, PORT

CODE: 9367

CHARACTERISTICS OF THE CLASS:

Subject to the administrative approval of the Port Director, plans, coordinates and executes a program of commercial development of Port properties; provides administrative direction, planning and coordination for the activities of the Port Engineering and Maintenance sections; as directed, acts for the Port Director and performs related duties as required.

EXAMPLES OF DUTIES:

1. Plans, promotes and coordinates real estate activities of the Port, including leasing of non-maritime property, non-maritime property development, and related activities; directs the operation of all Port non-maritime properties.
2. Is attentive to developmental trends in real estate, especially with respect to large-scale commercial development; contacts a variety of interests regarding the potential development of Port property; reports to the Port Director on such matters and makes appropriate recommendations.
3. Coordinates construction, maintenance and engineering programs of the Port with the maritime operational needs, as well as with those of commercial development; advises and consults with the Port Director on such matters.
4. Is responsible for the administrative direction of all engineering activities of the Port; through subordinates, provides guidance and control of Port engineering, maintenance and repair work carried on.
5. As directed, represents the Port of San Francisco before private interests organizations, potential real estate developers, Chamber of Commerce and legislative bodies in matters connected with the commercial development of Port property.
6. Contacts private interests with respect to possible real estate development of Port real estate; remains conversant with all legislation affecting Port property development.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires equivalent completion of a four-year college or university with a Baccalaureate degree with major course work in real estate, public administration, business administration, engineering, law, economics, or related fields; or an equivalent combination of training and experience.

Requires ten years of progressively responsible administrative experience in real estate, public administration, engineering, or law (real estate), including five years of supervisory experience in the above fields.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of the factors involved in planning and developing real estate; property values and the effect of market trends upon value and price; the effects on property values of governmental regulations; the principles of organization and administration; trends of lease terms within the San Francisco market area.

Requires considerable ability to: Plan, organize and direct the work of supervised personnel, analyze situations and adopt effective courses of action in connection with highly complex problems, prepare and deliver written and oral reports in a clear and concise manner, deal tactfully and effectively with the public and employees.

PROMOTIVE LINES:

No normal line of promotion - position exempt from Civil Service examination

Adopted: 9/30/74 (NEW CLASS)

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: MANAGER OF MARKETING

CODE: 9373

CHARACTERISTICS OF THE CLASS:

Under administrative direction of the Deputy Port Director, Maritime Affairs Plans and directs the Port's marketing and distribution including development of programs to attract the movement of cargo through the Port; directs the activities of the Port's sales, traffic, and public relation functions; and performs related duties as required.

DISTINGUISHING FEATURES:

This is a single position class responsible for development of marketing programs which identify and attract shippers and consignees to utilize facilities of the Port. Involves responsibility for directing the activities of traffic, sales and public relations to promote the flow of cargoes through the Port. Position is exempt from The Civil Service provisions of the charter.

EXAMPLE OF DUTIES:

1. Exercises responsibility to keep Port management fully advised of economic legislative and regulatory activities affecting world trade and its impact on present and future traffic available to the Port. Takes such action in connection therewith as the Director may require.
2. Keeps informed of all trends and modes of transportation which may have an affect on movements of cargo through the Port and advises Deputy Port Director, Maritime Affairs so that the Port may undertake programs to retain and solicit cargo.
3. Recommends revisions to existing rates, traffic schedules and routes in order to increase efficiency, lower cost to shippers, and attract cargo to the Port.
4. Formulates all planning and development of the marketing program including identifiable goals, develops marketing timing schedules, contacts shippers, shipping organizations, railroad, trucking, air and steamship officers and officials to solicit their cooperation and assistance toward developing a successful marketing and distribution program for the Port. Takes such action as may be necessary to implement these programs.
5. Directs and coordinates the marketing, traffic, sales and public relations sections in order to achieve the most effective marketing program.
6. Develop warehousing and transportation systems to accommodate needs of shippers, assist businesses in transportation rate matters.
7. Makes recommendations to management on anticipated changes which may be necessary to Port facilities to accommodate needs of steamship lines and shippers, to assure the effective handling and flow of cargoes through Port facilities and performs such other duties as management may require.

MINIMUM QUALIFICATIONS:

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for a maximum of four years of the required education on a year-for-year basis.)

Requires at least 5 years of recent and continuous responsible experience in the fields of distribution and/or transportation marketing.

CLASS TITLE: MANAGER OF MARKETING

CODE: 9378

MINIMUM QUALIFICATIONS: (Cont'd)

Knowledge, Abilities and Skills: Requires comprehensive knowledge of domestic and foreign trade, traffic management and distribution. Must be familiar with principles of sales promotion and public relations, warehousing, inventory control, and ocean transportation.

Requires ability to: Apply modern marketing and distribution techniques; plan, direct, integrate and evaluate a variety of services relating to marketing, traffic, sales and public relations; establish and maintain effective working relationships with those contacted in the course of work; interpret and apply laws and rules relating to transportation industries, speak and write effectively; analyze problems and take effective action; evaluate and prepare reports.

PROMOTIVE LINES:

No normal lines of promotion: Exempt position

ADOPTED: May 25, 1973

SEP 12 2000

SAN FRANCISCO
PUBLIC LIBRARYCITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**JOB CODE TITLE: ASSISTANT DEPUTY DIRECTOR, PORT****JOB CODE: 9375****Business Unit: COMMN****Definition:**

Under general administrative direction, is responsible for directing administrative, operational, maintenance activities, or technical programs in one of the Port's operating divisions. As directed, incumbents in this class may act in the absence of a division director.

Distinguishing Features:

This job code, reporting directly to a Deputy Director, Port is responsible for managing and implementing an effective program in areas such as planning and development, real estate, environmental regulation and management, finance, administration, engineering, maintenance or maritime. This job code has major responsibility for all administrative, operations and maintenance activities within a specific area or work unit of a division.

Supervision Exercised:

The Assistant Deputy Director, Port exercises direct or indirect supervision over professional, clerical and/or maintenance staff as required.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Assists in the direction, planning and management of services for one of the Port's divisions; implements and/or manages administrative and operational objectives and/or projects; as assigned, assists a division director and acts in the latter's absence.
2. Analyzes staffing requirements and workload distribution; develops and implements staffing plan to optimize the performance of each work unit within a division.
3. Assists in formulating division-wide annual budget; assists in identifying budget priorities; prepares and monitors section budget.
4. Analyzes operations to improve productivity within a division.
5. Represents the Port and/or a specific division before Boards, Commissions, federal, state and local regulatory agencies, community meetings and/or professional conferences; maintains good relations with above mentioned groups.
6. Assists with strategic planning by developing and implementing long and short-term goals for a program area.
7. Makes independent important decisions involving the operations and management and the allocation of resources for a divisional organizational unit.
8. May plan, direct and coordinate work during emergencies.
9. Performs related duties and responsibilities as assigned.

JOB CODE TITLE: ASSISTANT DEPUTY DIRECTOR, PORT

JOB CODE: 9375
Business Unit: COMMN

Job Related and Essential Qualifications:

Knowledge of: modern management, administrative and budgetary methods; comprehensive specific technical knowledge of the major functions of the particular division or work unit including local, state, and federal regulations concerning the operations of the Port.

Ability to: analyze situations and work independently and creatively in solving difficult and politically sensitive problems; recommend and implement appropriate solutions; work effectively with the public, elected officials, regulatory officials, departmental representatives and others; communicate effectively and persuasively both orally and in writing.

Experience and Training Guidelines:

1. Baccalaureate degree from an accredited four year college or university*
*Substitution: Work experience as described below may substitute for education on a year for year basis.
2. Five years verifiable progressively responsible management experience* overseeing or performing functions in an effective program in planning and development of non-residential public lands, commercial real estate property management, environmental regulation and management, maintenance operations and planning, administration operations and planning or maritime operations/marketing management.
*Experience must include three years as a direct supervisor responsible for the direction and evaluation of staff.

License:

May require possession of valid California driver's license and eligibility for coverage by the Port's insurance carrier.

Special Requirements:

Essential duties require the following physical skills and work environment: Ability to work in a standard office environment; mobility to visit and inspect Port facilities.

Effective Date: 4/26/00

Amended Date: 8/31/00

Reason for Amendment:

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis for this job code.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

CLASS TITLE: Market Research Specialist, Port

9376

Definition:

Under general direction, researches and analyzes maritime industry data related to cargo and cruise shipping, commercial fishing, ship repair, ferries, harbor services, excursion boats, and industrial real estate; prepares marketing reports and feasibility studies for staff and other entities as required; assists marketing staff with maritime promotional events and the development of collateral materials; meets with current and prospective Port customers to develop additional maritime business; assists in the preparation and implementation of a maritime marketing program; collects, analyzes and maintains internal and external data on rate structures, trade and passenger statistics, service levels and other information as required; assists in the analysis and evaluation of proposals from maritime customers; and performs other duties as required.

Distinguishing Features:

This position, reporting to the Director, Maritime Division, is responsible for researching, compiling, analyzing and evaluating industry data related to cargo and cruise shipping, commercial fishing, ship repair, ferries, harbor services, excursion boats, and maritime industrial properties in order to support the long-term maritime marketing plan for the Port of San Francisco.

Supervision Exercised:

None.

Examples of Important and Essential Duties:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 9)

1. Maintains and updates information on maritime industry trends; researches and analyzes competitive data and prepares marketing reports and feasibility studies as required in order to assess current and potential use of Port property, assets and services.
2. Collects, analyzes and maintains internal and external data on rate structures, trade and passenger statistics, service levels and other information as required to improve the Port's maritime competitive position.
3. Meets with and maintains regular contact with both current and prospective maritime customers in order to encourage use of Port maritime facilities.
4. Assists in the development of advertising and promotional materials including organization and maintenance of photo library.
5. Assists in planning and organizing special events, vessel ceremonies, etc.; conducts tours of Port facilities and addresses maritime related groups to promote the Port.

6. Prepares information and analysis portions of presentations to Port Directors, managers, commissioners and other groups as necessary, including statistical and graphic information
7. Assists with analysis and evaluation of bid proposals submitted for development sites.
8. Performs related duties and responsibilities as assigned.

Job Related and Essential Qualifications:

Knowledge of: Requires a thorough knowledge of the Port industry with specific knowledge of maritime activities such as movement of cargo, passenger shipping trends, excursion and ferry operations and other related activities; principles of marketing, market research and competitive analysis as it applies to maritime industries; knowledge of RFP or bid processes.

Ability to: Requires ability to establish and maintain effective working relationships with current and potential customers, vendors, and Port staff; effectively conduct market research, interpret and analyze industry trends, integrate data from a variety of sources, draw conclusions and make recommendations; write reports and recommendations in a clear and concise manner; speak clearly, concisely and effectively to individuals and groups.

Experience and Training Guidelines:

Any equivalent combination of training and experience that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Training:

Requires equivalent to possession of a baccalaureate degree.

Experience:

Requires three years experience in port or maritime marketing

License:

Possession of a valid California Drivers license and eligibility for coverage by the Port's insurance carrier.

Effective Date: 10/17/77

Amended Date: 10/21/91; 1/22/99

Reason for Amendment:

Class 9376 has been amended to reflect the current responsibilities of the position.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

JOB CODE TITLE: FEASIBILITY ANALYST, PORT

**JOB CODE: 9377
Business Unit: COMMN**

Definition:

Under general supervision, the Feasibility Analyst is responsible for the following essential functions: performing research and analytical studies to assess the best use of Port property and real estate assets; researching and analyzing market, financial, physical, regulatory and political feasibility of capital improvements and development projects initiated both internally and externally; assisting in the administration of advisory groups; attending community and public hearings related to development projects; assisting in the preparation and administration of RFPs; assisting in the review of submittals for development projects; responding to information inquiries regarding Port properties and development opportunities; preparing narrative, financial and graphic materials regarding development projects; assisting in the coordination of development projects; assisting in the negotiation of agreements for development projects; assisting in the preparation of the division's capital and operating budget and contracts; and administering the division's capital and operating budget, contracts, grant funds, etc.; and performing other duties as required.

Distinguishing Features:

This job code works independently to provide directors and managers with information critical to decision-making for proposed Port projects. This job code is responsible for researching and analyzing the potential of development projects, capital improvement projects and new business opportunities and for making recommendations that will optimize the value of the Port's properties and assets. It is distinguished from job code 9378 Development Project Coordinator, Port in that the latter is responsible for the day-to-day management of large and complex public/private venture real estate development projects and this job code performs research and analytical work and assists in management of large projects.

Supervision Exercised:

None.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Researches, analyzes and makes recommendations regarding the best use of Port property and real estate assets.
2. Researches, analyzes, evaluates and makes recommendations regarding the market, financial, physical and political feasibility of proposed capital improvements and development projects.
3. Assists in the administration of advisory groups.
4. Assists in the preparation of bid packages and Requests for Proposals for development offerings.
5. Assists in the review of submittals for development projects.
6. Responds to inquiries from internal and external sources regarding Port properties and development opportunities.
7. Prepares project descriptions, proforma analyses, and other narrative, financial and graphic material to Port directors, managers, advisory groups, Port Commissioners and other public officials.
8. Assists in coordinating development projects.

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9. Assists in negotiating agreements for development projects.
10. Assists in preparing division capital budget, operating budget and contracts.
11. Administers division capital and operating budget, contracts, grant funds, etc.

Job Related and Essential Qualifications:

Knowledge of: principles of industrial, commercial and recreational property development, project design, current real estate practices, land use planning, regulatory approvals, environmental regulations influencing development projects; real estate market and financial feasibility and analysis including principles of rental market research and proforma cash flow projections for markets; community and political concerns; and principles of project management.

Ability to: conduct detailed market and financial analyses; interpret statistical data and make recommendations; and communicate well both orally and in writing.

Skill to: use computer to create word processing documents and reports, manipulate data and skill in generating spreadsheets.

Experience and Training Guidelines:

1. Baccalaureate degree from an accredited college or university with major course work in real estate, finance, economics, geography, business administration, urban planning, environmental studies, humanities, social sciences or related fields; AND
2. Experience in the use of personal computer for word processing and spreadsheets; AND
3. Two years experience in analysis, management or planning of real estate development projects;
OR
A master's degree in real estate, business administration with a finance or real estate concentration, urban planning or closely related field and one year of the required qualifying experience as described above.

Special Requirements:

Essential duties require the following physical skills and work environment: Ability to work in a standard office environment.

Effective Date: 9/21/87

Re-titled and Amended: 10/21/91

Amended Date: 12/8/99; 1/24/01

Reason for Amendment:

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis for this job code.

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SAN FRANCISCO
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DEPARTMENT OF HUMAN RESOURCESJOB CODE TITLE: DEVELOPMENT PROJECT COORDINATOR,
PORTJOB CODE: 9378
Business Unit: COMMN**Definition:**

Under direction, the Development Project Coordinator, Port initiates and manages the development of complex and difficult commercial, maritime, industrial, public recreation and/or mixed-use public/private real estate development projects for Port property from conception to completion, as well as managing public maritime and public access projects on Port property through the initial planning and approval stages. Essential functions of the position for public/private venture real estate development projects include: responsibility for coordinating the solicitation of proposals, the evaluation of proposals, and the selection of developers; representing the Port at community and public hearings related to development projects; negotiating development agreements and leases; insuring the successful completion, and the day-to-day management of these development projects for the Port; and coordinating the efforts of various Port sections and, when appropriate, inter-agency efforts in order to complete all phases of the development projects. The position also performs other related duties as required including preliminary planning, permitting, plan review, California Environmental Quality Act (CEQA) analysis, proforma analysis, and loan and grant applications and monitoring, etc.

Distinguishing Features:

This job code is responsible for insuring the successful completion and the day-to-day management of large and complex public/private venture real estate development projects for the Port, within the established timeframe and budget. The incumbent coordinates the efforts of various Port sections in order to complete all phases of a development project. This job code is distinguished from job code 9377 Feasibility Analyst, Port in that the latter job code performs research and analytical work and assists in the management of large projects. It is distinguished from job code 9374 Manager, Port Planning and Development in that the latter job code directs and supervises this job code.

Supervision Exercised:

None

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Plans, manages and coordinates complex and difficult real estate development projects, coordinating various development components and interests, including planning and design, engineering, financing, environmental review permits, legal negotiations, public hearings and approvals, construction, marketing and property management.
2. Coordinates and oversees the formal process for selection of developers by preparing bidding documents, evaluating responses and supervising the process of selecting a developer.
3. Negotiates complex leases and development agreements.
4. Prepares and makes presentations of project descriptions, site plans, financial analyses, leases and other related documents, legal documents and other relevant materials to Port senior staff, Commissioners, members of the public and others regarding proposed revenue-generating projects.
5. Represents Port at public forums and acts as liaison between Port and general public regarding Port development projects.

**JOB CODE TITLE: DEVELOPMENT PROJECT COORDINATOR,
PORT**

**JOB CODE: 9378
Business Unit: COMM**

6. Monitors development projects by establishing time frames, resolving problems with contractors, Port staff, other city or government agency representatives, Port tenants and other affected members of the public and evaluating the progress of the projects.
7. Researches, evaluates and makes recommendations regarding the feasibility of proposed development projects by reviewing and analyzing development cost estimates, market studies, cash flow projections, engineering and environmental studies, political environment, planning and legal documents.

Job Related and Essential Qualifications:

Knowledge of: complex, large-scale non-residential real estate development projects; commercial and industrial oriented property developments; real estate practices and procedures; development agreements and leases; physical, financial, legal, environmental and political feasibility of projects; and principles and practices of project management.

Ability to: communicate well both orally and in writing; analyze economic feasibility of development projects; lead, coordinate and guide the work of various technical professionals on a project basis; work tactfully and effectively with a variety of people with a diverse range of interests in Port development projects; and to plan a development project from its conception.

Experience and Training Guidelines:

1. Baccalaureate degree from an accredited college or university with major course work in real estate, finance, economics, geography, business administration, urban planning, environmental studies, humanities, social sciences or related field AND
2. Three years experience in planning and managing non-residential real estate development projects, including a minimum of two years experience either directly managing complex non-residential development projects, or being a part of a team planning or managing complex non-residential development projects on publicly-owned property
OR
3. A master's degree in real estate, business administration with a finance or real estate concentration, law with real estate or land use concentration, urban planning or closely related field AND two years work experience as described above.

Special Requirements:

Essential duties require the following physical skills and work environment: Ability to work in a standard office environment; mobility to visit development project sites.

Effective Date: 10/15/90

Amended Date: 12/8/99

Reason for Amendment:

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis for this job code.

MAR 16 2001

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**SAN FRANCISCO
PUBLIC LIBRARY**JOB CODE TITLE: CHIEF HARBOR ENGINEER****JOB CODE: 9379
Business Unit: COMMN****Definition:**

Under general administrative direction, the Chief Harbor Engineer plans, organizes, directs and reviews the work of the Port Engineering Section. The essential functions include: being responsible for complex harbor related engineering work; performing highly responsible administrative work; advising Port staff on technical and administrative issues; developing and implementing engineering policies and methods; monitoring progress of programs and taking corrective action as necessary; reviewing programs for conformance with policy; acting as the chief building official for the Port; approving building permits; writing, reviewing, and approving engineering policies, procedures, correspondence, reports, and evaluations; making presentations to the Commission, boards, organizations, and the public; representing the Port at conferences and other meetings; recommending changes in organizational structure and/or programs when needed; performing other duties as required. May be required to drive to meetings, conferences and work sites.

Distinguishing Features:

This job code, reporting directly to a Deputy Director, is responsible for managing and implementing all Port engineering work. It is distinguished from the Deputy Director job code in that it is responsible for planning and directly overseeing engineering activities while the latter is responsible for managing the activities of the Engineering and Maintenance Division.

Supervision Exercised:

Job code 9379 exercises direct or indirect supervision over professional and clerical staff engaged in engineering activities.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Manages the activities of the Port's Engineering Section by overseeing a staff of engineers, architects, project managers, surveyors, building and construction inspectors, and drafts people to insure that department plans are implemented and harbor related construction and other engineer projects are completed on schedule and within budget.
2. Advises Port staff on technical engineering and administrative issues.
3. Interfaces with other City staff, outside contractors, Port tenants and other agencies to provide harbor related and other technical input or ensure that Port policies, procedures and codes are correctly followed.
4. Acts as final authority on approval of all consultant and construction contract payments and contract change orders.
5. Provides final approval for all construction contract plans.
6. Reviews, supervises the reviews, and/or approves permits submitted by contractors who request permission to perform construction within the area of Port jurisdiction.
7. Interfaces with other City departments to obtain additional resources as needed to meet the Port work load and maintain critical schedules.

JOB CODE TITLE: CHIEF HARBOR ENGINEER

JOB CODE: 9379
Business Unit: COMMN

8. Prepares and monitors the Engineering Section's annual operating budget.
9. Drives Port vehicles in the performance of above-mentioned responsibilities.

Job Related and Essential Qualifications:

Knowledge of: engineering principles and practices; planning, design and construction of Port facilities; policies regarding city contracting procedures; principles and practices of preparing a departmental budget and capital plan.

Ability to: administer, motivate, manage and direct engineering staff; plan projects; develop and maintain effective working relationships; communicate both verbally and in writing; and drive Port vehicles while maintaining insurability.

Experience and Training Guidelines:

Nine years experience as a professional engineer including two years as the head or assistant head of engineering functions for a major port, or at an equivalent level as project manager directing large scale port or marine facilities engineering projects for another organization.

License:

Possession of a California License as a Registered Engineer

Possession of a valid drivers license and eligibility for coverage by the Port's insurance carrier.

Special Requirements:

Essential duties require the following physical skills and work environment: Ability to work in a standard office environment; mobility to visit and inspect Port facilities.

Effective Date: 6/23/50

Amended Date: 3/2/01

Reason for Amendment:

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: ADMINISTRATIVE SERVICE OFFICER, PORT

CODE: 9380

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, organizes and supervises the work of the accounting, billing, auditing and office services of the Port; exercises responsibility for adequacy of insurance coverage carried by the Port by tenants and users of the Port; and performs related duties as required.

DISTINGUISHING FEATURES:

The class of Administrative Service Officer, Port, is a single position class whose responsibilities range from fiscal and accounting activities through office services, purchasing, storekeeping and related activities. It differs from positions in the professional accounting series in that the incumbent exercises responsibility for the Port's insurance program as well as the insurance coverage carried by Port tenants. The classification differs from the management assistant series of classes in that responsibility is exercised for the direction of accounting activities.

EXAMPLES OF DUTIES:

1. Directs the operation of the accounting office of the Port of San Francisco; supervises accounts receivable, cashiery, billing of Port tenants, shipping companies and other users; directs the preparation of a variety of accounting records and reports.
2. Supervises operation of office and auxiliary services, including telephone service and switchboard, machine reproduction, mail and messenger services, and central files.
3. Directs purchasing activities for the Port, including preparation of purchase orders, service orders, supply orders and printing orders; contacts vendors with respect to details of orders or shipments; directs the maintenance of records of all purchases; assists Port operating personnel in locating difficult and specialized items; supervises the operation of storerooms; directs inventory and stock control activities.
4. Acts as insurance officer for the Port; assures that adequate insurance coverage is carried by the Port for fire, extended coverage, liability, auto and marine insurance programs; assures that contractors working for the Port or for Port tenants carry adequate insurance coverage; maintains records of Port tenants' insurance coverage and reviews and evaluates such coverage as to sufficiency; initiates and writes standard agreements (contracts) for the Port.
5. Acts in the capacity of liaison officer with other City departments with which Port carries on business; exercises responsibility for approval of revolving fund checks, purchase order requisitions, and direct purchase orders; advises Port division heads and others on repair and replacement of office equipment and on the organization of auxiliary services.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a recognized four-year college or university, with major course work in public administration, business administration, accounting, economics or some closely related field; or an equivalent combination of training and experience.

Requires six years of progressively responsible experience in the fiscal, personnel, purchasing or some closely related area of business administration, at least two years of which must have been in an administrative or supervisory capacity.

MINIMUM QUALIFICATIONS: (contd)

Knowledge, abilities and skills: Requires a wide knowledge of: Principles and methods of public and business administration, with special reference to organization and fiscal management, and budgetary preparation and control; modern office methods, forms and equipment.

Requires ability to: Analyze administrative problems, reach practical and logical conclusions, and put into practice effective changes; develop cooperative and harmonious working relationships; plan, organize, and direct the work of others; dictate correspondence and prepare reports; develop and install new, and revise existing, methods and procedures.

Adopted: 12/15/69

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCESSAN FRANCISCO
PUBLIC LIBRARYJOB CODE TITLE: GOVERNMENT & PUBLIC
AFFAIRS MANAGERJOB CODE: 9382
Business Unit: COMMN

Definition: Under general direction, represents the department head and the commission, if applicable, with legislative lobbyists, legislators, legislative aides and governmental staff at local, state and federal levels; initiates, prepares, reviews and monitors legislation and administrative regulations; identifies and reviews potential sources of governmental funding; coordinates with project managers in applying for and pursuing public funds for projects; researches and prepares speeches and reports; prepares testimony and testifies at legislative hearings; and manages staff; may direct the Public Affairs, including community relations/public information program, special events, media relations activities and advertising program; and performs related duties as required.

Distinguishing Features: This position, reporting to the department head, is responsible for the direction and administration of matters relating to government and public affairs. The incumbent serves as a liaison to legislators and other public agencies; he/she monitors legislation and administrative regulations affecting the department, and seeks government funds for projects. Additionally, the incumbent may direct a comprehensive public and community relations program. The incumbent works with other government agencies engaged in similar work, industry groups, business and civic organizations on issues and projects affecting department-related industries.

Supervision Exercised: The incumbent may be responsible for managing and directing staff engaged in review of legislation, grant writing, public and community relations.

Examples of Important and Essential Duties: According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Serves as liaison between the department head and legislative lobbyists, legislators, legislative aides and governmental staff at local, state and federal levels; reviews proposed legislation that could impact the department; monitors pending legislation and administrative regulations that affect the department; initiates, researches, and prepares legislation that serves the department's interests; assists in the formulation and communication of the department's position on legislative matters; confers with the City Attorney and the Mayor's Office on legislative matters as needed.
2. Develops and maintains ongoing and effective contact with legislative representatives at the local, state and federal level. Prepares testimony and testifies at legislative hearings; prepares correspondence for department head, commissioners and other managers; develops community and business outreach strategy to support or oppose pending legislation.
3. Identifies and reviews all potential sources of governmental funding and reimbursement; coordinates with department management in pursuing government funds for projects; develops proposals to secure such funding and reimbursement; works with other City agencies in preparing public grant applications.
4. May direct the planning and development of capital projects targeted for construction with public funds. Coordinates with other department divisions in developing and implementing capital projects.
5. May direct the planning, development, and implementation of an aggressive and proactive community relations/public information program, including community outreach and consultation; maintains contact with users in conjunction with department managers and staff; assesses the cost benefit relationship of the department's public relations and promotional activities.
6. Oversees the planning, development and coordination of certain special events, such as conferences, briefings, receptions and tours for guests, customers, prospective customers, international visitors, and government officials

**JOB CODE TITLE: GOVERNMENT & PUBLIC
AFFAIRS MANAGER**

**JOB CODE: 9382
Business Unit: COMMN**

7. May direct the department's media relations activities; may supervise the preparation and dissemination of press releases, responses to media, and the facilitation of coverage of services and activities in various publications.
8. Researches and prepares speeches and background information for the Director and other management as assigned; advises the Director and management staff on the impact of public relations activities.
9. Prepares and recommends to the department head, policy for the direction and administration of the Government and Public Affairs office; may supervise staff assigned to the Government and Public Affairs office; drafts and disseminates internal information to employees to facilitate and promote inter-agency communication.
10. Establishes and maintains regular contact with special interest groups related to operational and business needs of the department and its users, including other government agencies, community groups, environmental groups, business and industry.
11. As assigned, represents the department head or ensures that the department is represented at various meetings of special interest groups, including departmental associations, trade organizations, neighborhood organizations, and environmental groups; advises the department head and other management personnel regarding the concerns of these organizations; corresponds with these organizations on a regular basis.
12. Performs related duties and responsibilities as assigned.

Job Related and Essential Qualifications:

Knowledge of: Requires a thorough knowledge of sound management practices, the legislative process and governmental operations at the local, state and federal level; project management techniques; capital project planning and development, including environmental regulations; techniques and practices used in conducting effective public information or public relations programs; grant application preparation.

Ability to: Requires the ability to effectively represent the department's interests with legislative and governmental bodies; implement grant funds; display good judgement in representing the department; act independently; speak and write effectively; work with staff from other government agencies, business, industry, government, media, community and special interest groups; effectively assign, supervise and review the work of subordinates.

Experience and Training Guidelines:

1. Baccalaureate degree from an accredited college or university with major course work in liberal arts, English, linguistics, political science, public administration, government, law, communications, public relations or related field (masters degree preferred); AND
2. Five years of verifiable experience in government relations, law, communications, public relations and/or transportation, including writing, reviewing and analyzing legislation and familiarity with grant making processes.

License: Valid driver's license

Special Requirements:

Essential duties require the following physical skills and work environment: Ability to work in a standard office environment.

Effective Date: 7/16/90

Amended Date: 3/21/01

Reason for Amendment:

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: GOVERNMENT AND PUBLIC AFFAIRS MANAGER, PORT

CODE: 9382

CHARACTERISTICS OF THE CLASS:

Under general direction, represents the Port Director with legislative lobbyists, legislators, legislative aides and governmental staff at local, state and federal levels; initiates, prepares, reviews and monitors legislation and administrative regulations affecting the Port; identifies and reviews potential sources of governmental funding; coordinates with project managers in pursuing governmental funds for Port projects; directs the Port's Public Affairs, including its community relations/public information program, special events, media relations activities and advertising program; and performs related duties as required.

DISTINGUISHING FEATURES:

This one position class, reporting to the Port Director, is responsible for the direction and administration of the Office of Government and Public Affairs. The incumbent serves as a liaison to legislators and other public agencies; he/she monitors legislation and administrative regulations affecting the Port, and seeks government funds for Port projects. Additionally, the incumbent directs a comprehensive public and community relations program. The position in class 9382 Government and Public Affairs Manager, Port exercises supervision over class 9391 Public Relations Representative, Port.

EXAMPLE OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Serves as liaison between the Port Director and legislative lobbyists, legislators, legislative aides and governmental staff at local, state and federal levels; reviews proposed legislation that could impact the Port; monitors pending legislation and administrative regulations that affect the Port; initiates, researches, and prepares legislation that serves the Port's interests; assists in the formulation and communication of the Port's position on legislative matters; confers with the City Attorney and the Mayor's Office on legislative matters as needed; identifies and reviews all potential sources of governmental funding; coordinates with Port management in pursuing government funds for Port projects; lobbies proposed legislation that might be amended to benefit Port projects.

2. Directs the planning, development, and implementation of an aggressive and proactive community relations/public information program, including community outreach and consultation; maintains contact with Port users in conjunction with Port managers and staff; assesses the cost benefit relationship of the Port's public relations and promotional activities.

3. Oversees the planning, development and coordination of special events, such as conferences, briefings, receptions and tours for guests, customers, prospective customers, international visitors, and government officials.

4. Directs the Port's media relations activities; supervises the preparation and dissemination of press releases, responses to media, and the facilitation of coverage of Port services and activities in various publications.

EXAMPLE OF DUTIES: (continued)

5. Researches and prepares speeches and background information for the Port Director and other Port management as assigned; advises the Port Director and management staff on the impact of public relations activities.

6. Coordinates the activities of subordinate staff for the Port's advertising program, including the development of advertising materials - videotapes, ads, brochures and publications - and any contracting for advertising related services.

7. Prepares and recommends to the Port Director policy for the direction and administration of the Office of Government and Public Affairs; supervises staff assigned to the Office of Government and Public Affairs; drafts and disseminates internal information to employees to facilitate and promote inter-agency communication.

8. As assigned, represents the Port Director or insures that the Port is represented at various meetings of special interest groups, including port associations, trade organizations, neighborhood organizations, and environmental groups; advises the Director and other Port management personnel regarding the concerns of these organizations; corresponds with these organizations on a regular basis.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply". (CSC Rule 9)

Knowledge, Abilities and Skills: Requires considerable knowledge of: the legislative process and governmental operations; regulatory agencies impacting the Port; principles, techniques and practices used in the conduct of an effective public information/public relations program.

Requires ability to: represent effectively the Port's interests with legislative and governmental bodies; plan, direct and manage an aggressive and proactive community relations/public information program; display judgement in representing the Port Director; act independently providing quick responses to public and media inquiries; speak and write effectively; work with people from diverse backgrounds; assign, supervise and review the work of subordinates.

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ADOPTED: 7-16-90

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: DEPUTY PORT DIRECTOR (MARITIME AFFAIRS)

CODE: 9383

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, plans, organizes and administers all phases of the maritime activities of the Port of San Francisco including marketing, trade development, traffic, Port promotion, and property management, assists in the development and evaluation of Port programs generally; represents the Port in its negotiations with Port users and potential users; acts for the Port Director in his absence; and performs related duties as required.

DISTINGUISHING FEATURES:

This is a single position class which, under the direction of the Port Director, plans, coordinates and implements all maritime activities of the Port.

EXAMPLES OF DUTIES:

1. Directs, coordinates, integrates and evaluates the operations of the San Francisco Port facilities, including the berthing of vessels, receipt and delivery of cargo, property rental and management, dealing with or otherwise affecting waterborne commerce. Represents the Port in its dealings with top officials of steamship, terminal, stevedoring and railroad companies using or serving the San Francisco waterfront. Insures that Port services are integrated for maximum efficiency; reviews and makes recommendations pertaining to organizational procedures; directs special studies of the Port organization, systems, procedures and policies.
2. Determines which Port properties are available for non-maritime use and releases these properties to the Commercial Property Developer for development and rental; insures that development of commercial property is compatible with maritime activities of the Port through consultation with the Commercial Property Developer.
3. Exercises responsibility for railroad switching, pier and property management marketing, sales, traffic and promotion, personnel and industrial relations, and the Foreign Trade Zone by supervising the heads of these activities.
4. Implements actions requested by the Port Commission and serves as an officer of the Port Commission authorizing payments from the Harbor Improvement Fund; serves as custodian of the official minutes of the Port Commission.
5. Keeps informed on current events and changes affecting the Port's waterborne commerce; represents the Port in negotiations with special interest groups, other agencies and shipping companies, on unusual or critical problems, maintains liaison with the City of San Francisco in maritime matters affecting the Port; conducts correspondence and prepares reports; assists the Port Director and acts in his absence. Performs such other duties as management may require.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a recognized four year university or college with a Baccalaureate degree.

Requires five years of experience at the administrative level in Port management or some closely related shipping or transportation activity.

MINIMUM QUALIFICATIONS (Cont'd):

Knowledge, Abilities and Skills: Requires comprehensive knowledge of the principles of organization and management including budgetary practice particularly as applied to Port operation; laws and City and County, State and Federal procedures relating to operation of the Port; shipping and handling practices and procedures and of problems encountered in managing terminal facilities for water-borne commerce; personnel management and industrial relations, including Federal and State laws relating to negotiation and interpretation of collective bargaining.

Requires ability to: Apply modern supervisory and training techniques; plan, direct, integrate and evaluate a variety of services of a specialized and technical nature; establish and maintain effective working relationships with those contacted in the course of work; interpret and apply laws and rules relating to personnel management and industrial relations; speak and write effectively; analyze problems and take effective action; evaluate and prepare reports.

PROMOTIVE LINES:

No Normal lines of promotion exempt position

Adopted: May 25, 1973

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DIRECTOR OF PROPERTY AND FINANCE, PORT

CODE: 9384

CHARACTERISTICS OF THE CLASS:

Subject to the administrative approval of the Port Director, exercises responsibility for all fiscal and related activities of the Port; conducts a variety of administrative studies directed toward improving the accounting, budgeting, fiscal control and related activities of the Port; provides assistance to other Port bureaus by establishing improved methods of cost control, budgeting, collection activities; advises the Port Director regarding fiscal matters; manages all Port property planning, research and development activities; manages and directs the commercial property activities of the Port; as directed, may act for the Port Director in his absence; and performs related duties as required.

DISTINGUISHING FEATURES:

This is a single position involving responsibility for all fiscal, property and auxiliary functions in the Port. Position is exempt from the Civil Service provisions of the Charter.

EXAMPLES OF DUTIES:

1. Directs all fiscal activities of the Port; coordinates the preparation of budget estimates by bureau and division heads; reviews budget estimates and makes appropriate recommendations to Port Director; prepares final Port budget submission for approval by Port Commission.
2. Exercises responsibility for budgetary control; establishes appropriate control procedures; directs all accounting and financial record keeping operations of the Port, including the billing of Port users and the collection and receipt of revenues.
3. Directs the leasing and control of Port commercial property; negotiates agreements for major developments; directs the activities of the commercial property division.
4. Directs all property development activities; establishes policy and directs staff in the implementation of the Port Commission's goals and directives related to the development of all Port property; approves property utilization provisions of the Master Plan and makes recommendations to the Port Director and Port Commission thereon; oversees projection of cost estimates and long and short term economic gains of development projects.
5. Directs the purchasing of a variety of equipment, materials and supplies necessary to the operation of the Port; establishes and maintains liaison with the office of the City Purchaser in order to effect economies in this regard.
6. Conducts or supervises a variety of administrative surveys of Port operations in the interest of maximizing their effectiveness; reports to the Port Director and Port Commission on the results of such studies and may recommend on improved work methods and procedures; may represent the Port before legislative bodies and groups interested in Port activities.
7. Performs detailed financial analysis of Port revenues and bonded indebtedness and directs the preparation of a variety of financial and accounting records and reports in this regard.

DOCUMENTS DEPT.

OCT 19 1967

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QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with major course work in accounting or finance. Requires ten years of progressively responsible auditing, accounting, financial and property management experience, including five years at the administrative level or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires an extensive knowledge of modern accounting, budgeting and related fiscal operations, particularly as they apply to a large utility similar to the Port; legal provisions governing the financial and budgetary operations of large utilities; modern management techniques; leasing development proposals, property management and negotiations.

Requires considerable ability to: Direct, supervise and coordinate the work of the accounting, budgeting, auditing, property and payroll staffs; exercise sound judgment and make independent analysis and recommendations on difficult administrative and fiscal problems; develop and install new procedures and methods of operation; speak and write effectively; deal effectively, courteously and tactfully with department heads, subordinates and others, including the general public.

Requires unusual skill in the application of accounting, auditing and finance principles and techniques to a wide variety of operating problems.

This position is exempt from examination under the provisions of Charter Section 3.581.

ADOPTED: 9/30/74

AMENDED: 2/1/82

AMENDED & RETITLED: 9/21/87

#2047m

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: GENERAL SERVICES OFFICER,
PORT OF SAN FRANCISCO

DOCUMENTS DEPT.

CODE: 9385

JUN 4 1987

CHARACTERISTICS OF THE CLASS:

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Under direction, performs a variety of general services for the Port's Commercial Property Division; collects, sorts, counts and deposits revenue from Port parking meters; repairs, maintains and orders equipment for meters; inspects Port property to determine quality and scope of janitorial services being rendered; oversees purchasing, janitorial and related contracts; and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in this class provide the Port's Commercial Property Division with support services in the areas of parking meter collection and repair, coordination and monitoring of janitorial and purchasing contracts, and miscellaneous mechanical and maintenance related activities.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Collects revenue from Port parking meters; counts and sorts money before depositing it with armoured car personnel.
2. Repairs, maintains and orders equipment for Port parking meters; installs new meterheads; lays out, measures and marks parking stalls for painters.
3. Oversees janitorial services contracts on Port property; inspects for quality control; recommends and enforces contract specifications and standards of performance for contractors; serves as liaison between contractor and Port tenants.
4. Researches, prepares and oversees purchasing contracts for the Commercial Property Division; monitors for compliance and recommends payment.
5. Reports on maintenance problems observed in the field; verifies tenant complaints and initiates repairs.
6. Maintains keys and key records for building; issues keys to new tenants; arranges for changes of key cylinders and all lock repairs.
7. Prepares and maintains logs and records related to parking meter collections and maintenance activities for the Commercial Property Division; inventories and requisitions supplies and equipment.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: A good knowledge of: general mechanical maintenance and repair methods and techniques of the use of related hand tools; modern janitorial methods, materials and equipment.

Ability to: work independently in the handling of uncounted money; diagnose and correct mechanical defects; deal courteously, effectively and tactfully with contractors, tenants and Port personnel; maintain routine records and prepare related reports.

Requires skill in the use of ordinary hand tools.

SAN FRANCISCO CIVIL SERVICE COMMISSION

(AMENDED)

CLASS TITLE: PORT TRAFFIC MANAGER

CODE: 9387

CHARACTERISTICS OF THE CLASS:

Under the general direction of the Chief, Bureau of Maritime Affairs, analyzes freight rates and tariff regulations pertaining to rail, ocean and motor carriers; negotiates with other Ports and with carriers in setting rates; coordinates the passage of freight through the Port facilities; prepares and files tariffs and other charges; represents the Port of San Francisco in meetings with the Tariffs and Practices Committee, and other regulatory agencies; maintains frequent contact with shippers, brokers and representatives from other Ports; and performs related duties as required.

DISTINGUISHING FEATURES:

This is a single position class in the Port of San Francisco responsible for setting all tariff rates in order to maintain existing customers and attract new customers. The duties of the Port Traffic Manager differ from those of the Port Traffic Analyst in that the latter is responsible chiefly for collecting, analyzing and maintaining files of economic data relating to tariffs and other charges.

EXAMPLES OF DUTIES:

1. Develops tariff rates such as wharfage, dockage and demurrage based upon the analysis of rates charged by land and water carriers and other Ports; analyzes new markets and develops transportation rates to meet market needs.
2. Negotiates with land and water carriers for rates, rules and regulations regarding the movement of cargo through the Port of San Francisco.
3. May oversee or coordinate the dissemination of information on the Port of San Francisco's tariffs, tariff revisions and supplements.
4. Acts as a liaison with steamship lines, railroads, brokers and other personnel in the transportation industry in order to insure that tariffs and rates charged by the Port of San Francisco are competitive; assures that the movement of cargo through the Port facilities is expeditious.
5. Prepares exhibits and testimony for use in representing the Port in the Tariffs and Practices Committee Meetings of the California Association of Port Authorities and other coastwide traffic meetings.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires graduation from college with major course work in transportation, economics, business administration or a closely related field and four years of experience in traffic or transportation management with a major truck line, railroad, ocean carrier or Port. Additional qualifying experience may be substituted for up to two years of the required education.

(AMENDED)

CLASS TITLE: PORT TRAFFIC MANAGER

CODE: 9387

Knowledge, Abilities, Skills: Requires thorough knowledge of freight rates, tariffs and regulations applying to rail, ocean and motor carriers; coastal and foreign shipping routes to and from the Port of San Francisco; coastwide shipping and transportation facilities; tariff-setting rules and regulations.

Requires skill and ability to make sound decisions based on analysis of competitive rates; prepare exhibits and testimony for presentation to regulatory and other maritime or transportation agencies; deal tactfully and successfully with customers, potential customers and personnel in the maritime and transportation industries.

PROMOTIVE LINES:

To be determined.

AMENDED: 10-15-79

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CHIEF, BUREAU OF MARITIME ACTIVITIES

CODE: 9388

CHARACTERISTICS OF THE CLASS:

Subject to the administrative approval of the Port Director, directs all maritime operations of the Port; plans and coordinates the sales, marketing, traffic and property and management activities of the Port; directs, through subordinates, the berthing of vessels and loading and unloading and storage of cargos; assists the Port Director in the evaluation, planning and development of Port maritime programs; represents the Port in dealing with shippers, steam ship companies and other Port users; as directed, acts for the Port Director in his absence.

DISTINGUISHING FEATURES:

This is a single position class functioning as a Bureau Chief with full responsibility for all maritime activities of the Port. The position is exempt from the civil service provisions of the Charter.

EXAMPLES OF DUTIES:

1. Provides overall direction of the berthing of vessels, the movement and storage of cargos and other matters related to maritime activities; exercises responsibility for the operation of the foreign trade zone of the Port; assures proper utilization of docking and storage facilities of the Port.

2. Analyzes Port properties regarding their usefulness for maritime purposes and may recommend regarding alterations and repairs for the conversion of such properties to non-maritime purposes; maintains close liaison with commercial property development staff in this regard.

3. Plans, coordinates and directs, through subordinates, Port marketing, sales, traffic and promotion divisions; promotes an aggressive public relations and sales program for the Port.

4. Is attentive to developmental trends throughout the shipping industry world-wide and maintains a high level of awareness in all matters relating to the operations of a large municipal port; plans for and submits recommendations for the modernization of Port maritime facilities and marketing thereof; conducts studies regarding the maximum utilization of Port facilities to be used in the planning for further needs and coordinates such activities with those of the Commercial Development and Engineering and Construction Divisions of the Port.

5. Represents on a responsible level the Port of San Francisco to shippers, transportation concerns and other Port users and potential users. As directed, represents the Port Director in his absence.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a recognized four year college or university with a baccalaureate degree, preferably with major work in foreign trade, transportation or some closely related field.

Requires seven years of experience at the administrative level in Port management or some closely related shipping or transportation activity involving maritime affairs.

Knowledge, Abilities and Skills: Requires extensive knowledge of Port administrative activities, transportation and shipping operations, federal, state and local legal provisions relating to the shipping industry.

Requires the ability to administer the maritime activities of a large Port facility

CLASS TITLE: CHIEF, BUREAU OF MARITIME ACTIVITIES

CODE: 9388

MINIMUM QUALIFICATIONS: (contd)

and to plan, organize and coordinate such activities with those of the commercial development, fiscal and engineering programs of the Port; represent the Port before private interests, including customers and potential customers of the Port; write and speak effectively.

PROMOTIVE LINES: No normal line of promotion

Adopted: 9/30/74

(NEW CLASS)

(NEW CLASS)

SAN FRANCISCO CIVIL SERVICE COMMISSION

DOCUMENTS CODE: 9389

CLASS TITLE: PORT TRAFFIC ANALYST

JUN 16 1971

CHARACTERISTICS OF THE CLASS:

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Under direction, assembles data and analyzes ocean freight rates and tariff regulations pertaining to rail, ocean and motor truck carriers; conducts maritime transportation rate studies for both U.S. and foreign trade areas; maintains files of tariff information and performs related duties as required.

DISTINGUISHING FEATURES:

This is a single position class peculiar to the Port of San Francisco. The duties of the Port Traffic Analyst differ from those of the Port Traffic Manager in that the latter exercises major responsibility for the functioning of the Traffic Department and for the preparation and filing of tariffs and other charges while the Port Traffic Analyst has for its main concern the collection and analysis of economic data and the preparation of rate studies and closely related material.

EXAMPLES OF DUTIES:

1. Collects, assembles and analyzes rail, ocean and motor truck freight rates and tariff regulations applying to various classes and commodities.
2. Analyzes rail and truck rate proposals from carriers to see how they would affect the Port's competitive position.
3. Analyzes tariffs of rail, truck and ocean carriers and makes comparative rate studies therefrom to determine the Port's advantages and disadvantages in the various trade areas.
4. Prepares economic commodity and rate studies for both domestic and foreign areas to determine the locations from which freight traffic for the Port of San Francisco can be drawn.
5. Prepares Port tariff pages for publication; prepares tonnage and commodity reports and other special reports.
6. Gathers material and prepares exhibits for proceedings before the Interstate Commerce Commission, Federal Maritime Commission and the California Public Utilities Commission. May appear as a witness at the hearings.
7. Maintains tariff files and handles correspondence regarding rates and Port tariffs.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires graduation from college with specialization in transportation, business administration or economics and two years of experience in freight traffic analysis or as Assistant Traffic Manager. Additional experience as a Traffic Analyst may be substituted for up to two years of the required education.

Knowledge, Abilities and Skills: Requires thorough knowledge of: Freight rates, tariffs and regulations applying to rail, ocean and motor truck carriers; inland, coastal and foreign shipping routes to and from the Port of San Francisco; transportation and shipping facilities in and around the San Francisco Bay Area; tariff making rules established by various Commissions; analyze tariff schedules and rate proposals; make recommendations as to needed changes to make the Port of San Francisco more competitive.

Requires Skill and Ability to: Analyze tariffs and rates and prepare reports and recommendations therefrom; make economic analysis of various trade areas and prepares reports for use by the Sales Department. Ability to prepare exhibits and gather material for presentation to the staff and for potential hearings of various commissions; and to deal tactfully and successfully with personnel in the transportation industry.

PROMOTIVE LINES:

To : 9386 Associate Port Traffic Manager
9387 Port Traffic Manager
From : Original Entrance Examination

ADOPTED: 5/24/71

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: EXECUTIVE ASSISTANT TO THE PORT DIRECTOR

CODE: 9390:

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, acts as a principal staff assistant to the Port Director in initiating, developing, supervising and coordinating projects, research studies and planning concerning Port use and development; represents the Port Director before legislative bodies, public agencies, private organizations and civic groups; consults with Port division heads regarding administrative problems, operations and changes in policies and procedures; prepares administrative memoranda, records and reports; and performs related duties as required.

DISTINGUISHING FEATURES:

This is a single position class with high-level staff responsibility for assisting the Port Director in various phases of the administration of the Port. Since the incumbent will be working with all divisions of the Port, a broad background in administrative activities and operations is required.

EXAMPLES OF DUTIES:

1. Serves as a principal staff assistant to the Port Director in analyzing economic, traffic, organizational and administrative operations and activities of the Port; performs research on assigned problems, including the gathering, compilation and analysis of relevant data; coordinates studies with the various division heads of the Port.
2. Analyzes and evaluates departmental policies, procedures and work programs; identifies administrative, organizational, management and budgetary problems, and develops alternative methods and plans; reviews departmental assignment of manpower and equipment in order to determine effective utilization.
3. Coordinates with top Port personnel, outside planners and others in the development of plans and programs for Port commercial use for both land and water activities; analyzes and recommends on the needs of the Port for construction and modernization of facilities; studies the development of commercial enterprises as well as the sources and methods of financing; assists in the coordination and planning of long-range economic factors together with short-term engineering projects.
4. Works with the Sales Manager and Manager of Trade Development; analyzes and determines market potentials in planning for future Port facilities; investigates sources and types of commodities for import and export and analyzes facilities needed for handling them to determine potential need for various types of facilities.
5. Serves as the Port Director's chief representative for federal agencies in the application for federal grant programs; assists in coordinating the planning and implementation of federal grant projects and acts as the Port's liaison representative with the grantor agency; appears before various federal, state and regional bodies and agencies, including quasi-judicial bodies, the Board of Supervisors and meetings with other city departments; serves as representative and spokesman for the Port before groups primarily interested in the nonmaritime aspects of the Port's operation.
6. Reviews federal and state legislation affecting Port operations; consults with administrative and professional staff on procedural changes made necessary by legislative action.
7. Prepares and/or supervises the preparation of narrative and statistical reports on a variety of administrative and management problems; formulates recommendations on studies conducted.
8. Prepares important correspondence directed toward public and private agencies relative to departmental operations.

CLASS TITLE: EXECUTIVE ASSISTANT TO THE PORT DIRECTOR

CODE: 9390

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree.

Requires at least six years of administrative, executive, management, planning or development experience in private business or governmental operations; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: Maritime, federal, state, regional and municipal laws, policies and regulations as they apply to the operations of the Port; the principles, practices, methods and techniques of budgeting, organizing, administration, management, administrative analysis, purchasing and financial administration; immediate and long range port facilities, planning and development requirements.

Requires ability to: Develop imaginative and revenue producing plans and policies for the use and development of Port property; deal tactfully and effectively with departmental representatives, other governmental officials, business and community organizations, and the general public; review and analyze data for making proper evaluations and recommendations; prepare reports and recommendations concisely, logically and convincingly; speak effectively before groups.

ADOPTED: 8/28/72

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PUBLIC RELATIONS REPRESENTATIVE,
PCRT OF SAN FRANCISCO

CODE: 9391

CHARACTERISTICS OF THE CLASS:

Under general direction, develops and implements the community relations, public information and public relations programs for the Port of San Francisco; advises the general public on the Port's activities and the uses and availability of its facilities; maintains cooperative working relationships with representatives of the Port's maritime and commercial tenants, the press and neighborhood, environmental and special interest groups to promote uses of the Port for economic benefit to the City and County; supervises production of Port publications; plans and coordinates Port special event activities; and performs related duties as required.

DISTINGUISHING FEATURES:

The Public Relations Representative, Port is distinguished from other classes in the public relations field by its responsibility to assist Port management in a comprehensive public and community relations program. The incumbent is responsible for developing and implementing a program, international in scope, which affects large segments of the general public, numerous industries and the overall economy of San Francisco.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Plans, develops and implements a program of public information and education regarding the use of Port facilities; selects, prepares and distributes publicity releases through all available media; prepares and maintains publicity mailing lists.

2. Maintains a liaison role with commercial tenants of the Port as well as with representatives of Fisherman's Wharf and tourist industry activities; makes continuous contacts with representatives of cargo handling companies, ship repair firms, cruise ship lines, the fishing industry, terminal operators, warehouses, the press, neighborhood, environmental and special interest groups, and other city or governmental agencies; advises them of the Port Commission's policies and procedures relative to facilities, services and activities.

3. Arranges for tours and orientation sessions for visiting dignitaries, trade delegations, customers, public officials and various industry and related groups, student groups and the general public; addresses or arranges to have others address neighborhood groups and service organizations.

4. Initiates, plans and coordinates special events or promotional activities and receptions as directed.

5. Edits and supervises the production of Port publications including a magazine, newsletters, facility brochures and an annual report.

6. Coordinates advertising programs for various divisions of the Port.

DOCUMENTS DEPT.

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CLASS TITLE: PUBLIC RELATIONS REPRESENTATIVE,
PORT OF SAN FRANCISCO

CODE: 9391

EXAMPLES OF DUTIES: (Cont.)

7. Serves as the Port spokesperson for responding to inquiries from the general public, the press and other media.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply". (CSC Rule 9)

Knowledge, Abilities and Skills: Requires considerable knowledge of: principles, techniques and practices used in the conduct of an effective public information/public relations program; regulatory agencies impacting the Port.

Requires ability to: identify and interpret objectives, operating policies and procedures of the Port; display creativity, resourcefulness and discriminating judgment in the analysis and solution of difficult, sensitive and technical public relations problems; deal courteously, effectively and tactfully with others; speak and write effectively; prepare complete, accurate and concise public relations data; select proper medium for most effective news coverage.

ADOPTED: 11-7-88

#4023c

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

CLASS TITLE: Maritime Marketing Representative

9393

Definition:

Under general direction, plans, organizes and implements Port marketing and promotional activities designed to maintain and expand Port maritime industries, including cargo and cruise shipping, fishing, ferries, harbor services and excursion boats; manages the negotiation and preparation of lease and carrier use agreements; maintains regular contact with current and prospective maritime customers to explain advantages of doing business at the Port of San Francisco; and performs other duties as required.

Distinguishing Features:

This position, reporting to the Director, Maritime Division, is responsible for marketing the Port of San Francisco to current and potential maritime customers in order to increase the Port's volume of cargo and cruise shipping, fishing, ferries, harbor services and excursion boats.

Supervision Exercised:

None.

Examples of Important and Essential Duties:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 9)

1. Meets with and maintains regular contact with both current and potential maritime customers in order to encourage use of Port maritime facilities and ensure customer satisfaction and awareness of future opportunities; establishes marketing relationships; and negotiates and prepares shipping line agreements and property leases with maritime customers.
2. Develops advertising and promotional materials for Port services.
3. Prepares marketing reports and presentations for senior management, potential customers and other interested parties; keeps informed of trends and modes of transportation which may have an effect on maritime business.
4. Plans and organizes special events, seminars, vessel ceremonies and related events for Port customers and the general public.
5. Addresses trade associations, civic groups, industry associations, clubs, and other interested organizations to promote the Port.
6. Performs related duties and responsibilities as assigned.

Job Related and Essential Qualifications:

Knowledge of: Requires a thorough knowledge of the Port industry, with specific knowledge of maritime activities such as movement of cargo, passenger shipping trends, Port terminal operations, excursion and ferry operations, and other related activities; principles of planning and conducting sales, marketing and promotional programs within the maritime industry.

Ability to: Requires the ability to establish and maintain effective working relationships with current and potential customers; to effectively plan, develop and implement a marketing plan; write various types of correspondence and documents clearly and concisely; speak clearly, concisely and effectively to individuals and groups.

Experience and Training Guidelines: Any equivalent combination of training and experience that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Training:

Requires equivalent to possession of a baccalaureate degree.

Experience:

Requires five years of experience in Port operations and/or maritime marketing.

License:

Possession of a valid California Driver license and eligibility for coverage by the Port's insurance carrier.

Special Requirements:

Essential duties require the following physical skills and work environment: Ability to board a ship; to work in a standard office environment and to drive.

Effective Date: 10/21/91

Amended & Retitled Date: 1/22/99

Reason For Amendment:

The class has been retitled and the class specification has been amended to reflect the current responsibilities of the position.

(NEW CLASS)

CLASS TITLE: MANAGER OF TRADE DEVELOPMENT AND COMMUNICATIONS DOCUMENTS DE: 9394

CHARACTERISTICS OF THE CLASS:

APR 20 1971

Under general direction, plans, directs and implements programs for trade development to promote shipping through the Port of San Francisco; supervises trade promotion, public relations, tariff and rate setting and traffic activities; serves as the Port's legislative program representative; and performs related duties as required.

DISTINGUISHING FEATURES:

This is a single position class and has no counterpart in the City service in either public relations, traffic management or related fields.

EXAMPLES OF DUTIES:

1. Uses all available resources to determine and insure that cargo tributary to this Port or for which this Port is competitive, uses the Port of San Francisco, with particular emphasis on retaining existing cargo tonnage and obtaining new cargo tonnage; resources to be used include determinations establishing to the satisfaction of shippers or shipping companies the advisability, usually financial, for using this Port in preference to competitive ports.

2. Advises and assists exporters and importers, or potential exporters or importers, to increase commerce generally and particularly through the Port of San Francisco; directs and coordinates the activities of the Port's sales promotion and public relations programs toward these ends; plans programs to further use of the Port by foreign and domestic shippers and steamship lines; devises Port promotion activities.

3. Directs the preparation of the Port's legislative program; establishes an effective working relationship with the Legislature; meets with and addresses trade associations, civic groups, service clubs and other interested organizations and individuals; recommends operational and rate and procedure changes to improve the competitive position of the Port; assists in formulation of administrative policy and develops budgetary justification for new and existing programs; travels abroad to promote commerce for the Port and represents the Port at trade conventions and world trade meetings and represents the Port wherever necessary to further that program; works closely with the Deputy Director in order to promote commerce through the Port of San Francisco.

MINIMUM REQUIREMENTS:

Training and Experience: Requires completion of a four-year recognized university or college with a baccalaureate degree.

Requires five years of responsible experience in one of the following fields; Traffic management, trade promotion or public relations work in the maritime or transportation industries; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires the knowledge of: Principles of conducting effective promotion programs; methods used to develop and promote trade; principles and factors governing the fixing of rates and tariffs for Port facilities; methods used to develop and promote foreign trade and ability to interpret and apply the Federal laws under which foreign trade zones are established and operated; current trade, industrial and financial conditions and trends as they relate to the shipping industries; shipping and handling practices and procedures; methods of ocean transportation and port terminal operations; jurisdiction and the

CLASS TITLE: MANAGER OF TRADE DEVELOPMENT AND COMMUNICATIONS

CODE: 9394

MINIMUM REQUIREMENTS: (contd)

effect on the transportation industry of governmental regulatory bodies; composition and influence of freight, traffic and shippers' associations; principles and practices of public relations, organization, management, supervisory and training techniques.

Requires the ability to: Direct the preparation of the Port's legislative program and represent the Port before legislative committees; stimulate and foster interest in use of Port facilities by foreign shippers; deal effectively and persuasively with business executives and government officials; foster strong motivation in a sales staff; maintain cooperative working relationships; analyze problems and take effective action; speak and write effectively; evaluate and prepare reports.

PROMOTIVE LINES:

To : No normal lines of promotion

From: 9393 Sales Manager

ADOPTED: 3/22/71

(NEW CLASS)

CLASS TITLE: COMMERCIAL PROPERTY MANAGER

DOCUMENTS

CODE: 9396

APR 20 1971

CHARACTERISTICS OF THE CLASS:

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Under general direction, has charge of the industrial and commercial development of the Port; plans, organizes and directs the rental and management of Port property not directly connected with water-borne commerce; cooperates with the Deputy Director in directing rental and management of rental property of the Port affecting water-borne commerce; and performs related duties as required.

DISTINGUISHING FEATURES:

This is a single position class with responsibility for management of all income producing commercial property of the Port. Supervision is received from the Port Director and there exists considerable latitude for independent decision making with respect to negotiations, preparation of leases, necessary maintenance of improvements or other matters pertaining to rental agreements.

EXAMPLES OF DUTIES:

1. Directs and plans leasing of Port property devoted to industrial, commercial or other uses not connected with water-borne commerce; promotes better utilization of such property from a financial and esthetic standpoint; attracts private financing programs, and locates, negotiates with and assists developers; recommends policy to the Port Director concerning coordination of Port's development activities with City, State and Federal agencies.
2. Advises concerning pending or proposed legislation pertinent to Port property development; promotes development of areas for purposes beneficial and compatible with the Port's maritime activities; appraises property to determine appropriate rental rates and prepares necessary rental agreements, leases and other documents; negotiates agreements concerning maintenance and alteration of property.
3. Coordinates closely and cooperates with the Deputy Director in preparing rental agreements, leases and other documents in connection with the use of property for water-borne commerce and the use of property directly affecting water-borne commerce and maintains records for this property in the same fashion as for all Port property, except that in connection with this property, maintains at all times a close liaison with the Deputy Director and provides necessary staff support.
4. Negotiates and grants concessions to taxicab companies, public weighers, and others; determines that property is maintained in accordance with rental agreements and supervises a staff engaged in maintenance of rental records and in making inspections and repairs; discusses problems with tenants and adjusts complaints; supervises a staff engaged in custodial work; prepares statistical data, special reports and correspondence; and performs related duties as required.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a university or college with a baccalaureate degree.

Requires five years of responsible experience in property management which must have included the management of office buildings, warehouses and other types of commercial or industrial property or property management at a major port.

Knowledge, Abilities and Skills: Requires a thorough knowledge of the factors which enter into the value of various types of real property for rental purposes; a wide knowledge of legal forms, procedures and requirements involved in property transactions; property management procedures, including the maintenance and repair

CLASS TITLE: COMMERCIAL PROPERTY MANAGER

CODE: 9396

MINIMUM QUALIFICATIONS: (contd)

of rental property; a general knowledge of modern office methods and record keeping procedures; principles of personnel management and supervision.

Requires the ability to: Appraise various types of real property for rental values; determine need for repairs and special maintenance; maintain cooperative business relationships with tenants; analyze situations and adopt an effective course of action and speak and write effectively; requires the ability to qualify for a fidelity bond.

PROMOTIVE LINES:

To : 9398 Deputy Port Director

From: 9395 Assistant Rental Manager

ADOPTED: 3/22/71

6

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

9397 DEPUTY DIRECTOR, PORT

Definition:

Subject to the administrative approval of the Port Director, directs, promotes and manages Port's assets and services for one of five divisions. This includes full responsibility and accountability for either all of the Port's internal administration and cost containment functions; or for directing and managing engineering services, environmental activities and maintenance services for all Port facilities; or for managing all cargo-related Port services; or for incorporating public concerns and regulatory compliance into the planning and development aspects of implementing the Port's master land-use plan; or for directing, promoting and managing all of the Port's physical assets and coordinating services provided to Port tenants. As directed, incumbents in this class may act in the absence of the Port Director.

Distinguishing Features:

Positions in this class administer functions and activities of the sections in their respective divisions and report directly to the Port's Executive Director.

These positions are exempt from examination under the provisions of Charter Section 10.104.

Supervision Exercised:

Class 9397 exercises direct or indirect supervision over the respective division's staff.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Provides overall evaluation, direction, planning and management of services for one of the Port's five divisions; oversees and coordinates the plans and efforts of the departments within their division; as assigned, assists the Port Executive Director and acts in the latter's absence.
2. Formulates the Division-wide annual budget and business plan; directs and reviews expenditures in accordance with approved division budget.
3. Works closely with the Executive Director in planning and implementing the modernization and on-going development of facilities and properties to support the Port's immediate and long term goals.
4. Maintains good working relationships with Port users, government and regulatory representatives, commissioners, and the general public.
5. Completes performance appraisals, conducts informal evaluations and provides guidance for division managers and administrative staff; oversees and approves evaluations for other division employees.

9397 DEPUTY DIRECTOR, PORT

Job Related and Essential Qualifications: (As the current positions are exempt from examination under the provisions of Charter Section 10.104, the following qualifications are desirable).

Knowledge of: Port administrative activities and operations; principles of organization and management; transportation and shipping operations; property leasing management; budgeting and related fiscal operations; marketing operations; engineering and maintenance planning, operation and implementation; accounting and financial reporting; information systems management; human resources principles; urban and waterfront planning and development principles and procedures; City and County, State and Federal laws and procedures relating to commercial, industrial and waterfront industries and the operation of a port; ordinances and regulations applicable to environmental planning and development.

Ability to: effectively manage in an environment where diverse and sometimes conflicting interests must be considered; organize a capable professional staff and delegate and/or monitor responsibilities to ensure smooth operations; administer the activities of a large Port facility including business development, marketing and promotions, leasing, property management, customer/tenant services and facility management, tenant facility and public access maintenance and engineering; effectively plan, coordinate and direct the activities of subordinates engaged in economic, environmental, planning, research, regulatory monitoring activities and other diverse functions; coordinate activities with other divisions; establish and maintain effective working relationships with other key managers, labor representatives, community and regulatory groups and others from several distinct disciplines; speak and write effectively; analyze problems and take effective action to solve problems; evaluate and prepare reports; represent the Port before private interests, including customers and potential customers of the Port; implement a Division-wide annual budget, business plan and strategic plan.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience: Ten years of progressively responsible managerial experience planning, coordinating and directing the activities of subordinates engaged in diverse functions. Two of the ten years must have been in a managerial position responsible for planning, developing and coordinating policies, procedures and operational programs for a public entity such as a Port.

Training: Equivalent to the possession of a baccalaureate degree.

License or Certificate: Some positions may require possession of or ability to obtain a valid California driver's license.

Special requirements: Essential duties require the following physical skills and work environment: Ability to work in a standard office environment. Some positions may require driving.

EFFECTIVE DATE: 1/30/97

(NEW CLASS)

DOCUMENTS

CLASS TITLE: DEPUTY PORT DIRECTOR (MARITIME OPERATIONS) APR 20 1971 CODE: 9398

SAN FRANCISCO
PUBLIC LIBRARY

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, plans, organizes and administers all phases of the maritime operation of the Port of San Francisco and other Port programs affecting water-borne commerce; supervises the personnel and industrial relations program and assists in the development and evaluation of Port programs generally; represents the Port in its negotiations with Port users and potential users; acts for the Port Director in his absence; and performs related duties as required.

DISTINGUISHING FEATURES:

This is a single position class which receives direction from the Port Director and which involves major day-to-day operational responsibility for the management and coordination of a variety of activities necessary to the Port operations.

EXAMPLES OF DUTIES:

1. Directs, coordinates, integrates and evaluates the operations of the San Francisco Port facilities, including the berthing of vessels, receipt and delivery of cargo, property rental and management dealing with or otherwise affecting water-borne commerce; represents the Port in its dealings with top officials of steamship, terminal, stevedoring and railroad companies using or serving the San Francisco waterfront; insures that Port services are integrated for maximum efficiency; reviews and makes recommendations pertaining to organizational procedures; directs special studies of the Port organization, systems, procedures and policies.
2. Determines which Port properties are available for non-maritime use and releases these properties to the Commercial Property Manager for development and rental; insures development of commercial property is compatible with maritime activities of the Port through consultation with the Commercial Property Manager.
3. Exercises responsibility for railroad switching, fire prevention, law enforcement, personnel and industrial relations and the Foreign Trade Zone by supervising the heads of these activities; directs the analysis, negotiation and settlement with employee representatives on wages, hours, working conditions and other contract provisions.
4. Implements actions requested by the Port Commission and serves as an officer of the Port Commission authorizing payments from the Harbor Improvement Fund; serves as custodian of the official minutes of the Port Commission.
5. Keeps informed on current events and changes affecting the Port's water-borne commerce; represents the Port in negotiations with special interest groups, other agencies and shipping companies on unusual or critical problems; maintains liaison with the City of San Francisco in operating matters affecting the Port; conducts correspondence and prepares reports; assists the Port Director and acts in his absence; coordinates his work with the Port's Manager of Trade Development and Communications in order to promote commerce through the Port of San Francisco.
6. Exercises general supervision over the Maintenance Department and coordinates the maintenance program with Port tenants to insure maximum use of Port facilities.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a recognized four-year university or college with a baccalaureate degree.

Requires five years of experience at the administrative level in the management of Port operations or some closely related shipping or transportation activity.

CLASS TITLE: DEPUTY PORT DIRECTOR (MARITIME OPERATIONS)

CODE: 9398

MINIMUM QUALIFICATIONS: (contd)

Knowledge, Abilities and Skills: Requires comprehensive knowledge of the principles of organization and management, including budgetary practice particularly as applied to Port operation; laws and City and County, State and Federal procedures relating to operation of the Port; shipping and handling practices and procedures and of problems encountered in managing terminal facilities for waterborne commerce; personnel management and industrial relations, including Federal and State laws relating to negotiation and interpretation of collective bargaining.

Requires ability to: Apply modern supervisory and training techniques; plan, direct, integrate and evaluate a variety of services of a specialized and technical nature; establish and maintain effective working relationships with those contacted in the course of work; interpret and apply laws and rules relating to personnel management and industrial relations; speak and write effectively; analyze problems and take effective action; evaluate and prepare reports.

PROMOTIVE LINES:

To : No normal line of promotion

From: 9396 Commercial Property Manager

ADOPTED: 3/22/71

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PROGRAM MONITOR I, CITY DEMONSTRATION AGENCY

CODE: 9401

CHARACTERISTICS OF THE CLASS:

Under direction, assists in the monitoring and evaluation of Community Development and Model City programs; develops and maintains close contact with personnel of Community Development and Model Neighborhood Agency programs and projects; consults with residents and task forces to determine needs and project impact of the various programs on the communities; develops and maintains performance monitoring methods; analyzes data and prepares recommendations; submits monthly reports; and performs related duties as required.

DISTINGUISHING FEATURES:

Works with community residents, task forces, and City, Federal and private agencies to develop and monitor programs and projects to assure community needs are met. May be assigned to one or more of the following areas; child care, education, housing, social services, health, employment, youth development, art and culture.

EXAMPLES OF DUTIES:

1. Reviews and analyzes monthly reports submitted by all project directors for conformance to budgetary and programmatic requirements and objectives of the project to ensure contract compliance; makes on-site visits to assess effectiveness of individual projects; assists in the development and implementation of questionnaires and formats for performance evaluation of the projects; writes and submits monthly performance monitoring reports.
2. Conducts surveys and studies; analyzes data to determine the project's impact on the community; submits recommendations for changes to make the program more responsive to community needs; compiles and updates statistical data.
3. Provides technical assistance to project personnel and assists in the resolution of project operational problems.
4. Develops project analysis based on operational experience of prior year and anticipated funding.
5. Attends project-related community meetings and other meetings as requested.

MINIMUM REQUIREMENTS:

Training and Experience:

Requires completion of a 4-year college or university with a baccalaureate degree with major course work in a field related to the area of assignment. Requires 1 year of work experience in one of the above listed areas involving community contacts and report writing; or an equivalent combination of education and experience.

Knowledge, Skills and Abilities: Requires knowledge of the principles and practices of Community Development-funded programs; federal, state and local laws as they apply to Community Development programs, and some knowledge of statistical research methods.

CLASS TITLE: PROGRAM MONITOR I, CITY DEMONSTRATION AGENCY

CODE: 9401

MINIMUM REQUIREMENTS: (continued)

Requires ability to collect data and establish facts; write clear and concise reports; deal tactfully and effectively with representatives of governmental and community organizations; speak effectively before individuals and groups.

PROMOTIVE LINES:

TO: Program Monitor II, City Demonstration Agency

FROM: Original Entrance Examination

ADOPTED: 1-17-77

(NEW CLASS) consolidates classes 9402 Program Specialist I, CDA
9428 Evaluation Specialist I, CDA

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: PROGRAM SPECIALIST I, CITY DEMONSTRATION AGENCY

CODE: 9402

CHARACTERISTICS OF THE CLASS:

Under direction, assists in the planning and implementation of Model Cities Programs; develops and maintains close contact with personnel of Model Neighborhood Agency programs and projects; consults with residents and task forces to determine needs and project impact of the various programs upon the neighborhood; develops and maintains performance monitoring methods; submits monthly reports; analyzes data and prepares recommendations; performs related duties as required. (May be assigned to one or more of the following areas: Child care, education, housing, social services, health employment, youth development, art and culture).

Requires responsibility for: Collecting, assembling, analyzing and reporting on program data in the community; evaluating the impact of agency programs; preparing, checking and maintaining records and reports; making continuing personal contacts with representatives of government, civic, neighborhood and business organizations and the general public; representing the agency at community meetings to explain and interpret policies and programs.

DISTINGUISHING FEATURES:

Works with the model neighborhood community residents, task forces and city, federal and private agencies to develop and monitor programs and projects to assure community needs are met in one or more of the above listed areas.

EXAMPLES OF DUTIES:

1. Develops and maintains close community contacts to assist in the research and analysis of community concerns affecting the development and implementation of all neighborhood projects; reports community attitudes and needs to appropriate divisions of the agency.
2. Conducts surveys and studies; analyzes data to determine the project impact upon the model neighborhood area; submits recommendations for project changes to make the project more responsive to community needs.
3. Attends community meetings to explain projects and programs; incorporates community opinion into evaluation reports; makes on-site visits to all project areas to assess development and success of the individual projects; writes and submits performance monitoring reports.
4. Provides assistance and advice to community organizations and residents; assists in the resolution of specific community problems; works with the citizen participation staff to develop and maintain evaluation and performance monitoring methods; lends technical assistance and advice to task forces.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of a four year college or university with a baccalaureate degree, with major course work in a field related to the area of assignment.

Requires two years of work experience in the area of assignment, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of model cities agency programs and projects; state and local laws as they apply to the programs and projects.

Requires the ability to evaluate, plan and promote programs; develop constructive working relationships with minority groups; speak effectively; write memoranda, reports and evaluations; deal tactfully and effectively with government officials, professional and technical persons and employees, community organizations and the general public.

CLASS TITLE: PROGRAM SPECIALIST I, CITY DEMONSTRATION AGENCY

CODE: 9402

Consolidates classes: 9446 Social Services Specialist
9460 Employment Program Specialist
9462 Child Care Program Specialist
9464 Education Program Specialist I
9466 Housing Program Specialist I

Adopted: 5/7/73

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PROGRAM MONITOR II,
CITY DEMONSTRATION AGENCY

CODE: 9403

CHARACTERISTICS OF THE CLASS:

Under general direction, develops plans and programs in the Community Development and Model Neighborhood programs and projects to assure compatibility with federal and state laws and regulations and local policies; develops methods of evaluating effectiveness of projects; conducts studies and recommends operational corrections to comply with contract requirements; assists in the establishment of an information system on community resources; provides counseling to area residents regarding community resources; assists in the preparation of a variety of reports and records; and performs related duties as required.

DISTINGUISHING FEATURES:

A Program Monitor II conducts studies of program projects to evaluate their effectiveness and compliance with contract requirements. May be assigned to one or more of the following areas: housing, physical and environmental planning, education, manpower, economic development or health programs and projects. A Program Monitor II is distinguished from a Program Monitor I in that the former is responsible for the more difficult studies, works more independently, and may supervise the Monitor I.

EXAMPLE OF DUTIES:

1. Makes on-site visits to monitor projects for contract compliance; conducts studies to establish operational methods and procedures; recommends project modifications and adjustments to assure the project's contract adherence; reviews and disseminates monthly performance monitoring reports to administrative staff.
2. Establishes methods for evaluating project; analyzes data collected and prepares written evaluation performance reports.
3. Reviews proposals for community development funding.
4. Investigates alternate funding sources and assists project directors in seeking funding.
5. Supervises writing of project analysis for project contract utilization.
6. Identifies causes and patterns of problems which may effect the successful operation of the project and implementation of corrective action.
7. Approves all payment requests for relocation for compliance with the Relocation Act.
8. Attends project-related community meetings when requested.

MINIMUM REQUIREMENTS:

Training and Experience:

Requires completion of a 4-year college or university with a baccalaureate degree with major course work in a related field. Requires 3 years of work experience involving extensive community contacts, program analysis, report writing and supervision; or an equivalent combination of education and experience.

Knowledge, Abilities and Skills: Requires knowledge of the principles and practices of community development-funded programs; federal, state and local laws as they apply to community development programs; knowledge of management analysis techniques and statistical research methods; and general principles of organization. Requires ability to apply principles to define problems, collect data, establish facts and draw valid conclusions; write clear and concise reports, recommendations and correspondence; deal tactfully and effectively with representatives of governmental and community organizations; and speak effectively before individuals and groups.

PROMOTIVE LINES:

TO: Coordinating Program Monitor, City Demonstration Agency

FROM: Program Monitor I, City Demonstration Agency

ADOPTED: 1-17-77

(NEW CLASS) consolidates classes 9404 Program Specialist II, CDA
9442 Relocation Specialist, CDA

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: PROGRAM SPECIALIST II, CITY DEMONSTRATION AGENCY

CODE: 9404

CHARACTERISTICS OF THE CLASS:

Under general direction, develops plans and programs in the model neighborhood area; monitors the programs and projects to assure compatibility with federal laws and regulations as well as local policies; assists in the establishment of an information system on community resources; provides counseling to area residents regarding community resources; assists in the preparation of a variety of reports and records; and performs related duties as required. (May be assigned to one or more of the following areas: Housing, physical and environmental planning, education, manpower economic development or health programs and projects).

Requires responsibility for: Planning, collecting, analyzing and reporting data in regard to programs in the model neighborhood area; developing informational systems to provide data to form the basis for policy decisions; preparing, checking and maintaining technical records and reports; continuing personal contacts with representatives of government, civic, business and neighborhood organizations and the general public; representing the agency at community meetings to explain and interpret policies and programs.

DISTINGUISHING FEATURES:

Works with model neighborhood operating agencies staff to plan, implement and monitor programs and projects in one or more of the above listed areas involving a great deal of technical expertise.

EXAMPLES OF DUTIES:

1. Serves as a specialist in community matters involving the planning of programs and projects in one or more of the above listed areas; coordinates citizen participation in the model neighborhood area; meets with agency staff members to insure that all program components are compatible with the regulations of the Department of Housing and Urban Development; recommends program modifications and adjustments to comply with new legislation.
2. Provides assistance to the model neighborhood area staff in determining program priorities; assists in the assignment of employee accountability for the various phases of the programs and projects.
3. Assists in the establishment of information systems; develops procedures to provide data to the community and other interested agencies on community services resulting from model neighborhood programs and projects.
4. Assists the program director in the preparation of all reports concerning program progress; assists in the monitoring and evaluation of program and project services.
5. Develops procedures for collaborative planning between the City Demonstration Agency and various city departments regarding resources in the model neighborhood area.
6. Attends community meetings to explain, interpret and promote agency programs; initiates activities designed to obtain community involvement and participation in area projects.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of a four year college or university, with a baccalaureate degree with major course work in a field related to the area of assignment.

Requires four years of work experience in the area of assignment involving extensive community contacts; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of city-wide and community

MINIMUM QUALIFICATIONS: (contd)

facilities and services; federal, state and local programs, policies and requirements in the fields of housing, education, manpower, economic development or health; techniques of statistical and research methods; sources of information and data on one or more of the above listed areas.

Requires ability to plan, evaluate and promote community programs; develop constructive working relationships with minority groups, speak effectively, write clear memoranda and reports; deal tactfully and effectively with government officials, professional and technical persons, co-workers, representatives of community organizations and the general public

Consolidates classes: 9444 Physical and Environmental Planner
9448 Education Program Specialist II
9450 Manpower and Economic Development Program Specialist
9452 Health Specialist
9454 Housing Program Specialist II

Adopted: 5/7/73

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: COORDINATING PROGRAM MONITOR,
CITY DEMONSTRATION AGENCY

CODE: 9405

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, coordinates, develops, supervises and administers the overall monitoring and program development of the City Demonstration Agency; supervises the work of program monitors; directs all program and project development of the City Demonstration Agency; reviews all projects to insure monitoring compliance and program development in accordance with Housing and Urban Development department guidelines and agency budget limitations; and performs related duties as required.

DISTINGUISHING FEATURES:

The incumbent of this one-position class supervises Program Monitors I and II in their performance of agency monitoring for contract compliance with federal guidelines. He or she reports to the Director of Administration.

EXAMPLES OF DUTIES:

1. Coordinates and directs the activities of the City Demonstration Agency Program Monitors; supervises the monitoring and development of all agency programs; prepares detailed reports on program monitoring and progress; maintains proper time schedules for all projects.
2. Gives technical assistance and advice to City Demonstration Agency program monitors in formulating project goals and objectives; advises and assists community groups and residents on unmet needs; recommends modifications in community projects.
3. Reviews ongoing programs insuring conformance with goals and objectives and adherence to community development guidelines; represents the City Demonstration Agency to explain and interpret program policies and objectives to other government agencies, civic groups and community residents.
4. Confers with other department supervisors for monitoring coordination; provides technical assistance when required; directs correspondence and the preparation of reports and documents for submission to the Department of Housing and Urban Development and other agencies.

MINIMUM REQUIREMENTS:

Training and Experience:

Requires completion of a 4-year college or university with a baccalaureate degree preferably with major course work in planning, public administration, social sciences or a closely related field. Master's degree in planning, public administration or social sciences is desirable. Requires 5 years work experience related to the duties and responsibilities of this position or an equivalent combination of training and experience.

CLASS TITLE: COORDINATING PROGRAM MONITOR,
CITY DEMONSTRATION AGENCY

CODE: 9405

MINIMUM REQUIREMENTS: (continued)

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: principles, practices, purposes and scope of community development programs and policies. Requires the ability to plan, organize, direct and review work of subordinate personnel; analyze and make recommendations on programs and projects; speak and write effectively; deal tactfully and effectively with government officials, community organizations and the general public.

PROMOTIVE LINES:

TO: No normal lines of promotion

FROM: Program Monitor II, City Demonstration Agency

ADOPTED: 1-17-77

(NEW CLASS) consolidates classes 9406 Program Coordinator, CDA
9476 Director of Planning & Program Development, CDA

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: PROGRAM PLANNING COORDINATOR, CITY DEMONSTRATION AGENCY

CODE: 9406

CHARACTERISTICS OF THE CLASS:

Under general direction, coordinates the planning for programs and projects in one or more specific fields in the model neighborhood area; directs planning and research related to the development of programs and policies in one or more specific fields; provides technical assistance to organizations and community groups working with the Model Cities programs; and performs related duties as required. (May be assigned to one or more of the following areas: Housing, physical development, manpower, economic development, education, health or social services).

Requires responsibility for: Developing, interpreting, coordinating, executing and explaining policies and programs of the Model Cities Program; making continuing personal contacts with representatives of governmental, civic and business organizations and the general public in the exchange of information and in discussing agency problems; submitting recommendations on agency program plans and policies.

DISTINGUISHING FEATURES:

Responsible for the supervision and coordination of the planning for and development of all community programs in one or more of the above listed areas. Works with model neighborhood operating agency directors to seek alternate funding sources for community programs and projects originated under the Model Cities funding grant.

EXAMPLES OF DUTIES:

1. Coordinates the overall planning and development of policies and programs for one or more area of concern; reviews and analyzes legislation and governmental guidelines affecting one or more of the model cities areas of concern as it relates to program policies and plans.

2. Consults with organizations working with the model cities programs; assists in the development and improvement of community relations with government agencies, including the San Francisco Redevelopment Agency, San Francisco Housing Authority, City Planning Department, San Francisco Unified School District, Department of Public Health and the Department of Social Services.

3. Conducts surveys in the Model Neighborhood area and analyzes results to incorporate into the program; seeks the assistance and advice of residents as well as public agency representatives in developing and planning projects.

4. Directs the research and analysis of community and other agency inputs affecting program development; reviews existing delivery systems, methods and procedures for implementing program goals and objectives; works with other governmental agencies and bureaus; submits recommendations for the improvement of community services; analyzes all problems in the Model Neighborhood area; programs and projects and recommends solutions.

5. Represents the Model Cities Agency to explain and interpret policies and projects to other agencies, civic groups, and the general public; seeks the assistance and advice of residents and Model Neighborhood area organizations in order to develop program policies and procedures; may speak before neighborhood groups and government groups to explain Model Cities Agency activities.

6. Provides technical assistance and guidance to organizations working with the Model Cities program; assists in the resolution of community problems; assists in the development and improvement of community relations with governmental agencies.

7. Attends meetings related to this program, both inside and outside the community; develops close working relationships between the community and other agencies, including the Departments of Public Health, Social Services, City Planning, School District, and Housing Authority.

CLASS TITLE: PROGRAM PLANNING COORDINATOR
CITY DEMONSTRATION AGENCY

CODE: 9406

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of a four year college or university, with a baccalaureate degree, with major work in field related to the area of assignment; post graduate degree is desirable.

Requires six years work experience in an area related to the area of assignment; or an equivalent combination of training and experience.

Knowledge, Abilities, and Skills: Requires considerable knowledge of community service needs and delivery systems, and a basic knowledge of the conditions and practices affecting the development of community service needs; proposed and existing programs in the Model Neighborhood areas.

Requires the ability to plan, organize, supervise and promote programs; assign and supervise work; develop constructive relationships with minority groups; analyze and interpret data; speak effectively and write technical and narrative reports; deal effectively with governmental officials, professional and technical persons and employees, community organizations and the general public.

Adopted: 5/7/73

Consolidates classes: 9468 Housing and Physical Development Planning Coordinator
9470 Education Planning Coordinator
9472 Manpower and Economic Development Planning Coordinator
9474 Health and Social Services Planning Coordinator

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: DIRECTOR, CITIZEN PARTICIPATION, MODEL NEIGHBORHOOD AGENCY CODE: 9410

CHARACTERISTICS OF THE CLASS:

Subject to policy determination of the Bayview-Hunters Point Model Neighborhood Commission, administers the programs and activities of the Citizens Participation component; plans, develops and coordinates the involvement of area residents in all phases of the Model Cities Programs and projects; maintains continual contacts with the central City Demonstration Agency staff, city, state and federal personnel, community groups, labor unions and business organizations; and performs related duties as required.

Requires responsibility for: recommending, coordinating and implementing policies and programs of the Commission; continuous personal contact with citizens, organization representatives, governmental officials and others; directing the preparation, review and maintenance of records and reports concerning agency operations; supervising budgetary preparation and expenditures.

EXAMPLES OF DUTIES:

1. Coordinates and directs the administrative activities of the Bayview-Hunters Point Model Neighborhood Commission; administers the Citizen Participation Component of the Model Cities Program for the area; develops, recommends, presents and implements agency plans for involving area residents in the Model Cities activities and programs.

2. Provides technical assistance and advice for community groups, task forces and individuals; directs staff activities to allow the maximum feasible participation of residents in Model Cities activities.

3. Prepares and administers the agency's budget and directs the maintenance of necessary records and reports; makes special surveys and audits of agency projects as required.

4. Appears before a variety of groups and organizations to present, discuss and provide information on agency activities; attends meetings of public and private agencies whose activities relate to the planning, development and successful implementation of Model Cities programs and projects.

5. Directs the preparation of the agenda for regular and special Model Neighborhood Agency meetings; explains, advises and recommends action on all calendared and policy matters before the agency; recommends the establishment of rules and regulations for the conduct of agency meetings and project staff operation.

6. Supervises the planning and operations of the Communications Center for the area; develops communication channels within the community to insure that the attitudes, priorities and goals of residents are fully considered in the Model Cities Process; directs the development of a variety of media forms to carry out the informational aspects of the program.

7. Prepares a wide variety of reports, memoranda and correspondence related to activities of the agency; submits evaluative reports on the goals and objectives of Model Cities programs and projects; monitors the resident employment plan and reports to the Commission on its effectiveness, recommending revisions when indicated.

CLASS TITLE: DIRECTOR, CITIZEN PARTICIPATION, MODEL NEIGHBORHOOD AGENCY CODE: 9410

MINIMUM QUALIFICATIONS:

Training and Experience: Requires EITHER completion of a four year college or university with a baccalaureate degree, preferably with major course work in public administration, city planning, sociology, business administration, political science or a closely related field.

Requires four years of progressively responsible work experience at an administrative level in social planning, community organization, renewal projects or a related field; OR an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: The Federal City Demonstration Act and related administrative guidelines of the Department of Housing and Urban Development; state and local legislation affecting urban social, economic and political matters in the Model Neighborhood Area.

Requires ability to: Plan, organize, direct and review work of subordinate employees; analyze and make recommendations on studies and surveys; speak and write effectively; deal tactfully and effectively with the press, general public, government officials, and professional and technical persons and employees; coordinate the activities of the agency with those of other City departments and governmental agencies.

ADOPTED: January 17, 1972

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CITIZEN PARTICIPATION/REHABILITATION MONITOR

CODE: 9411

CHARACTERISTICS OF THE CLASS:

Under direction, requires responsibility for: recommending, coordinating and implementing policies and programs of Community Development; continuous personal contact with citizens, organization representatives, governmental officials and others; and directs the preparation, review and maintenance of records and reports concerning agency operations; and performs related duties as required.

DISTINGUISHING FEATURES:

The incumbents of this class report directly to the Executive Director. They develop, maintain and implement plans to assure residents the opportunity to participate in the formulation of Model Cities policies and programs which operate in their communities. Incumbents are also responsible for the monitoring of budgetary preparation and expenditures of the neighborhood rehabilitation center programs under the Office of Community Development.

EXAMPLES OF DUTIES:

1. Coordinates and administers the Citizen Participation Component of the Model Cities Program for the related areas; develops, recommends, presents and implements agency plans for involving area residents in Community Development activities and programs.
2. Provides technical assistance and advice for community groups, task forces and individuals; directs activities to allow the maximum feasible participation of residents in Community Development activities.
3. Appears before a variety of groups and organizations to present, discuss and provide information on agency activities; attends meetings of public and private agencies whose activities relate to the planning, development and successful implementation of Community Development programs, projects, and facilities.
4. Directs the preparation of the agenda for regular and special Neighborhood meetings; explains, advises and recommends action on all calendared and policy matters before the committees; recommends the establishment of rules and regulations for the conduct of committee meetings and project staff operation.
5. Prepares a wide variety of reports, memoranda and correspondence related to activities of the committees; submits evaluative reports on the goals and objectives of Community Development programs and projects.
6. Coordinates all phases of Model Cities neighborhood rehabilitation center programs under the Office of Community Development; provides technical assistance in bidding process, legal and contract compliance and monitoring of progress in rehabilitation activities; submits progress reports on a regular basis; acts as liaison with Office of Community Development and Department of City Planning in coordinating rehabilitation process, neighborhood improvement program, and other agency interests.

CLASS TITLE: CITIZEN PARTICIPATION/REHABILITATION MONITOR

CODE: 9411

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, preferably with major course work in public administration, planning, sociology, business administration, political science or a closely related field.

Requires four years of progressively responsible work experience in overall planning process for community associations, community organization, renewal projects, contract compliance, or a related field; OR an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: The City Demonstration Act of 1966, Community Development Act of 1974, and related administrative guidelines of the Department of housing and Urban Development; state and local legislation affecting urban social, economic and political matters in the Model Neighborhood Area.

Requires ability to: Plan, organize, direct and review work of subordinate employees; analyze and make recommendations on studies and surveys; speak and write effectively; deal tactfully and effectively with the press, general public, government officials, and professional and technical persons and employees; coordinate the activities of the agency with those of other City departments and governmental agencies.

ADOPTED: 1/17/77

(NEW CLASS) consolidates classes 9410 Director, Citizen Participation, Model
Neighborhood Agency
9412 Deputy Director Citizen Participation, Model
Neighborhood Agency

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: DEPUTY DIRECTOR, CITIZEN PARTICIPATION,
MODEL NEIGHBORHOOD AGENCY

CODE: 9412

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, assists the Director, Citizens Participation, Model Neighborhood Agency, in administering the programs and activities of the Citizens Participation component; coordinates departmental and area activities; assists the Director in planning, developing and coordinating the involvement of area residents in all phases of the Model Cities Programs and projects, and performs related duties as required.

Requires responsibility for: Recommending, coordinating and implementing various programs and activities; making personal contacts with community residents and local, state and federal agency personnel; preparing and reviewing reports and records of program activities.

EXAMPLES OF DUTIES:

1. Directs the activities of the Task Forces, Employment and Community Relations functions in the Bayview Hunters Point Model Neighborhood Agency; provides advice in developing and implementing the various program components.

2. Insures that Model Neighborhood Area residents receive full opportunity to participate in employment and other economic opportunities created by Model Cities programs; works with the City Demonstration Agency Deputy Director to resolve program problems and difficulties; makes recommendations to the City Demonstration Agency Director for corrective action.

3. Directs the preparation of departmental reports and correspondence.

4. Directs the continuous review of goals and objectives of the Citizens Participation component to ensure compliance.

5. Participates in Task Force meetings and negotiations with other public and private agencies.

6. Advises the Director on administrative decisions concerning project progress based on evaluation, monitoring and information system input.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires EITHER completion of a four year college or university with a baccalaureate degree, preferably with major course work in public administration, city planning, sociology, business administration, political science or a closely related field.

Requires two years of progressively responsible work experience at an administrative level in social planning, community organization, renewal projects or a related field; OR an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a working knowledge of: The Model Cities Program in general; the development programs and projects of the Bayview-Hunters Point Model Neighborhood Agency; applicable administrative guidelines of the Federal Department of Housing and Urban Development; social, economic and political conditions related to the implementation of Model Cities programs in San Francisco.

Requires ability to: Organize, coordinate and review the work of subordinate staff personnel; analyze the operations and procedures of on-going projects; speak and write effectively; deal tactfully and effectively with staff personnel, representatives of local, regional, state and federal government, members of the business community and the general public.

ADOPTED: January 17, 1972



SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: COMMUNITY RELATIONS SPECIALIST, MODEL NEIGHBORHOOD AGENCY

CODE: 9414

CHARACTERISTICS OF THE CLASS:

Under general direction, maintains liaison with community and neighborhood organizations; assists in developing programs in the neighborhood designed to resolve intergroup relations problems; counsels and provides referral services to neighborhood residents with problems and complaints; maintains liaison with private and public agencies concerning Model Cities programs; and performs related duties as required.

Requires responsibility for: Executing, interpreting and explaining established policies and procedures; continuous personal contact with community groups in the presentation and development of Model Cities programs; accumulating and preparing data for necessary reports.

EXAMPLES OF DUTIES:

1. As assigned, conducts educational programs, seminars, in-service training and other programs for community residents.
2. Furnishes guidance and technical assistance to groups within the community for the resolution of intergroup problems; consults with community groups regarding intergroup relations and assists in organizing and encouraging neighborhood groups to deal with intergroup problems.
3. Makes recommendations to City Demonstration Agency staff based on resident inputs regarding Model Neighborhood programs; assists in the monitoring and evaluation of Model Cities programs.
4. Acts as a first-line source of information for community residents; gathers and reports on community ideas and attitudes.
5. Prepares biweekly reports on community activities.
6. Attends contract negotiation meetings with the Contract Officer.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires EITHER completion of a four-year college or university with a baccalaureate degree with major course work preferably in the social science field.

Requires two years of responsible work experience in some phase of community related services; OR an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of city-wide and community social services facilities and programs; federal, state and local programs, policies and requirements in this field; techniques of and research sources of information and data in the community.

Requires ability to: Evaluate and promote Model Cities programs; develop constructive working relationships with community groups; speak effectively, write clear memoranda and reports; deal tactfully and effectively with government officials, professional and technical persons, co-workers, representatives of community organizations and the general public.

ADOPTED: January 17, 1972

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: COMMUNITY INVOLVEMENT COORDINATOR,
MODEL NEIGHBORHOOD AGENCY

CODE: 9416

CHARACTERISTICS OF THE CLASS:

Under direction, develops, implements and coordinates a regular reporting system of Model Neighborhood Area Task Force activities; maintains records and schedules meetings; coordinates the work of Task Forces, the commission and other citizen organizations; consults, advises and provides technical assistance and advice to Task Forces and community organizations working with the Model Cities program; acts as a liaison and information source to the community, commission and the City Demonstration Agency; and performs related duties as required.

Requires responsibility for: Directing and promoting activities to involve Model Neighborhood Area residents in the planning, implementation and evaluation of Model Cities projects; providing staff support to the City Demonstration Agency to allow community input into the continuing planning process; preparing written reports as required; attending community meetings and preparing and maintaining written record and reports of those meetings for submission to the City Demonstration Agency.

EXAMPLES OF DUTIES:

1. Directs subordinate personnel engaged in the planning and implementation of programs and projects; works with Model Neighborhood Area Citizen groups in promoting and organizing participation in the Model Cities program.
2. Develops procedures and work schedules for Task Forces; arranges and conducts training sessions in order to orient and familiarize community groups with the Model Cities planning, programming, implementation and evaluation processes.
3. Compiles research information necessary for effective continued program planning; provides continued community input to the City Demonstration Agency; develops and submits to the City Demonstration Agency project recommendations and changes.
4. As assigned, addresses community, business and government agencies to explain programs and problems; develops and maintains close community contacts.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires EITHER completion of a four year college or university, with a baccalaureate degree, preferably in the social science field.

Requires at least three years of work experience at the community level in such fields as social planning, community organization, renewal projects or similar assignments; OR an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: The activities and programs of Model Cities Programs; the life style, behavior, attitudes and social conditions prevalent in the community; the services and facilities available from public and private agencies.

Requires ability to: Relate readily to individuals and groups in the area; convey the significance of services available; develop and maintain good communications with personnel of various agencies and organizations.

Requires skill in: Dealing courteously, effectively and tactfully with others; speaking effectively and writing clearly and concisely.

ADOPTED: January 17, 1972

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: EDITOR, MODEL NEIGHBORHOOD AGENCY

CODE: 9418

CHARACTERISTICS OF THE CLASS:

Under direction, prepares publications and reports to describe services, scope and provisions of Model Cities Programs and Projects; writes articles, newsletters, bulletins and reports for community distribution to inform residents of programs, activities and services available to them; publicizes commission elections and assists in preparing for election of citizen representatives to the commission; and performs related duties as required.

Requires responsibility for: Preparing and distributing throughout the community, brochures, educational and training materials, and general informational literature explaining Model Cities activities; developing and maintaining community contacts in order to prepare City Demonstration Agency reports and records; making contacts with staff personnel, representatives of public and private agencies and organizations and the general public.

EXAMPLES OF DUTIES:

1. Develops and coordinates the publication of a Model Cities newspaper for community distribution informing residents of programs and projects; develops a system for a flow of information from the City Demonstration Agency to the community.

2. Attends community, task force and commission meetings, keeping records and reports of these meetings for newspaper publication purposes; works in coordination with the City Demonstration Agency public information officer for the release of news items.

3. Develops and designs posters, brochures and signs to publicize special events, programs and meetings; promotes community participation in Model Cities.

4. Maintains liaison between the City Demonstration Agency staff and the Model Neighborhood area residents; responds to and represents City Demonstration Agency programs and policies in the community.

5. Prepares written reports for project evaluation purposes by the City Demonstration Agency.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires EITHER completion of a four year college or university, with a baccalaureate degree with major course work in journalism, literature, English or a closely related field.

Requires at least two years of work experience in some phase of journalism; OR an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of research methods, interviewing news preparation, publishing and techniques of public information writing. Requires a working knowledge of Federal, State and municipal organization and functions as they relate to the Model Cities Program.

Requires skill and ability to: Establish and maintain effective working relationships; prepare a variety of data for community information; prepare drafts of newsletters, public information releases and other material designed to convey program or project information.

ADOPTED: January 17, 1972

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: MEDIA CENTER COORDINATOR, MODEL NEIGHBORHOOD AGENCY

CODE: 9420

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, supervises, coordinates and directs the Bayview-Hunters Point Media Center; directs and coordinates the work of the audio and video technicians; gives technical assistance and advice in developing and maintaining methods for effectively transmitting Model Cities information throughout the community; develops and maintains an information exchange system between the Commission, the community and the City Demonstration Agency; supervises the design and production of Model Cities news and publicity; and performs related duties as required.

Requires responsibility for: Originating, developing, interpreting, coordinating and executing policies and procedures affecting media programs and projects; generating and promoting Model Cities publicity throughout the community along with information of general community interest; making regular contacts with the community for the purpose of furnishing or obtaining information; accumulating, assembling and preparing data or information for City Demonstration Agency reports, community broadcasts and general information reports and records.

EXAMPLES OF DUTIES:

1. Arranges publicity releases and newspaper coverage of Bayview-Hunters Point Model Cities programs; supervises the work of subordinate staff in developing a media center in audio, visual and broadcast techniques.
2. Provides necessary information in order to keep the commission, community and Task Forces informed of Model Cities programs.
3. Writes and edits publicity material submitted by subordinate personnel for broadcast purposes; arranges publicity releases and maintains a file of all press clippings regarding the program.
4. Formulates and maintains a community information system in coordination with the City Demonstration Agency Public Information Office; consults with City Demonstration Agency department heads and staff regarding immediate and long-range publicity and public information plans and public service programs.
5. Develops programs for broadcasting, informing and educating the public about Model Cities programs and projects and other community interest reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires EITHER completion of a four year college or university, with a baccalaureate degree.

Requires at least four years of progressively responsible work experience in fields related to the duties of this position, preferably including administrative and supervisory assignments; OR an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good knowledge of: the principles and techniques utilized in the preparation and presentation of media programs; media resources in order to effectively use video, radio, television and newspapers.

Requires creative ability, skill, resourcefulness and discriminating judgment in the preparation, analysis and solution of complicated program problems.

Requires considerable ability to deal effectively and tactfully with outside organizations, groups and the general public; speak effectively in public; establish and maintain good public relations.

ADOPTED: January 17, 1972

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: COMMUNITY ASSISTANT, MODEL NEIGHBORHOOD AGENCY

CODE: 9422

CHARACTERISTICS OF THE CLASS:

Under general supervision, assists in carrying out a continuing contact program with residents in the Bayview-Hunters Point Model Neighborhood Area; obtains, develops and disseminates information on agency activities; conducts surveys of the model neighborhood area to obtain planning data; provides information on available community resources and services; and performs related duties as required.

Requires responsibility for: Carrying out and explaining plans, methods, policies and procedures related to model neighborhood services to individuals, community organizations, agencies and businesses; gathering, compiling and reviewing planning information; continuing personal contacts with individuals and groups in the community.

EXAMPLES OF DUTIES:

1. Contacts individuals, families, organizations, governmental and private agencies and businesses in order to obtain detailed information concerning their needs.

2. Conducts surveys of individuals and families living in the model neighborhood area to obtain basic information about occupancy status, family composition, income, living conditions, housing needs and related planning data.

3. Supplies information on community programs and services available from the agency and other community agencies.

4. Observes families with health, economic and social problems and refers them to appropriate agency for assistance.

5. Assists the project staff in the dissemination of informational material; prepares news releases, video tapes, press releases, and other publicity materials.

6. Serves as a community organizer and discussion leader in developing a better understanding of the needs of persons and groups in the community; provides information concerning the goals of the Model Neighborhood Agency.

7. Assists in gathering and evaluating data relative to activity and functions of the project; as assigned, assists in the preparation of reports, correspondence and records.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires EITHER completion of high school, supplemented by two years of work experience in representing or providing services at the community level; OR an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a general knowledge of: The goals, policies and procedures of the model neighborhood program; the ethnic, social and economic factors affecting residents of the community.

Requires aptitude for: Interviewing persons effectively; obtaining facts and evaluating relevant information; presenting oral and written reports concisely and clearly.

Requires ability to deal courteously, effectively and tactfully with residents, businesses, the general public and a variety of outside groups.

ADOPTED: January 17, 1972

SEP 2 1971

CLASS TITLE: EVALUATION SPECIALIST, CITY DEMONSTRATION AGENCY SAN FRANCISCO CODE: 9428

CHARACTERISTICS OF THE CLASS:

Under general supervision, develops, organizes, and maintains an evaluation and monitoring system of Model Cities projects and programs; provides important data for the development and implementation of the projects to the task forces and program planning and coordinating units of the City Demonstration Agency; designs and conducts specific questionnaires for information and evaluation use; prepares and edits statistical reports and documents; recommends specific project changes when indicated; and performs related duties as required.

Requires responsibility for: collecting, analyzing, and reporting information used for program operations; develops methods for the compilation of data within the assigned program area; maintains close contacts with other agencies working with specific programs in order to exchange information and evaluation reports; works with the appropriate program coordinator and planner in assessing project impact and effectiveness upon the Model Neighborhood Agency; meets with residents involved in the project.

EXAMPLES OF DUTIES:

1. Develops and maintains objective criteria for measurement of effectiveness and value of the projects and programs in the Model Neighborhood Agency; performs a variety of evaluation duties in an assigned field, including health and social service, manpower and economic development, housing and physical development and education.
2. Analyzes, evaluates and submits recommendations and reports to supervisors concerning total program impact and effectiveness of projects and their interrelationship.
3. Substantiates changes or implementation of new services within the program areas based upon evaluation reports; helps to develop project objectives and goals; measures quantity and quality of activities in each project.
4. Measures project performance in relation to community needs and program goals and objectives.
5. Investigates alternative project proposals to determine cost, time, personnel and public convenience factors.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in statistics, mathematics, economics, sociology, psychology, or a related research field.

Requires two years work experience in research, analysis, compilation, investigation and evaluation of data; or the equivalent combination of training and experience.

Knowledge, Abilities, and Skills: Requires knowledge of the principles, methods and practices of evaluation and monitoring; the application of sampling theory and probability concepts; preparation of evaluation reports and papers.

Requires the ability to assume responsibility and supervise evaluation and monitoring of projects and programs; develop and maintain evaluation and monitoring techniques; make accurate computations; prepare accurate and complete evaluation reports.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: MANAGEMENT INFORMATION ASSISTANT, CITY DEMONSTRATION AGENCY CODE: 9430

CHARACTERISTICS OF THE CLASS:

Under general supervision, assists in developing, installing, coordinating and maintaining a management information system for the City Demonstration Agency; operates and modifies data files and related paper flow materials; aids in developing and maintaining a central information center, including data sources and reports, for use in planning and evaluation; and performs related duties as required.

Requires responsibility for carrying out and interpreting methods and procedures relating to a management information system; making contacts, checking records and conducting interviews to obtain data; submitting data, statistics, records and reports.

EXAMPLES OF DUTIES:

1. Assists in operating a management information system for the City Demonstration Agency; assists in devising the development of reporting formats designed to meet the specific information needs of the City Demonstration Agency.
2. Works with the research division of the City Demonstration Agency in compiling information and statistics for central information filing; controls receipt of data sheets from Operating Agencies and files data sheets in in-put/output files; transposes data from data sheets to report formats according to schedule.
3. Operates the data files and related record keeping activities in accord with procedures; assists in reviewing and revising management information procedures to insure efficient operation.
4. Assists in revising reporting forms; works with Evaluation Specialists in writing reports and papers on the effectiveness of the management information system.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of a four year college or university with a baccalaureate degree. Requires one year of experience in research, evaluation or systems analysis or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires some knowledge of management procedures, analysis and reporting methods; the techniques used to evaluate and monitor programs; the general policies, projects and procedures of the Model Cities programs.

Requires ability to follow general instructions in dealing with research and information problems; develop techniques and procedures for assembling a variety of information; prepare accurate and concise reports; write and speak effectively.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: MANAGEMENT INFORMATION SPECIALIST, CITY DEMONSTRATION AGENCY CODE: 9432

CHARACTERISTICS OF THE CLASS:

Under direction, develops, installs, coordinates, and maintains a management information system for the City Demonstration Agency; develops and maintains monitoring procedures; assists in developing and maintaining a central information center, including data sources and reports for use in planning and evaluation; and performs related duties as required.

Requires responsibility for continuously reviewing and revising management information system procedures; revising and updating information systems; directing and supervising subordinate personnel; making continuing contacts with representatives of public and private agencies and organizations and the general public; preparing and reviewing records and reports.

EXAMPLES OF DUTIES:

1. Serves as a specialist assigned to the City Demonstration Agency management information system; develops and revises forms and procedures for performance and impact evaluation use.
2. Develops, maintains, reviews and up-dates all output measure procedures and system; assists in developing and maintaining a central information center for the City Demonstration Agency; submits recommendations regarding improved evaluation techniques and methods.
3. Analyzes information system to determine effectiveness in terms of programs and operating agency input; provides staff guidance and assistance to operating agencies in supplying input to the system and modifying the system as information requirements indicate.
4. Determines the type of information needs to be generated by the management information system to support the evaluation system and continued planning; coordinates the development of reporting formats designed to meet specific information needs of the City Demonstration Agency.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree with major work in mathematics, statistics, economics, the social sciences, or a related field.

Requires two years of experience in systems analysis, statistics, mathematics or social research; or an equivalent combination of training and experience.

Knowledge, Ability, and Skills: Requires knowledge of management information system, statistical analysis and reporting procedures; evaluation and monitoring practices and methods; the principle, practices and scope of Model Cities programs.

Requires the ability to assume responsibility and supervise subordinate personnel; develop techniques and procedures for assembling a variety of detailed data; prepare comprehensive and effective research reports; deal effectively with governmental officials, community residents and the general public.

NEW CLASS

ADOPTED: August 23, 1971

CLASS TITLE: SENIOR RESEARCH ASSISTANT, CITY DEMONSTRATION AGENCY

CODE: 9434

CHARACTERISTICS OF THE CLASS:

Under direction, supervises and participates in the collection, analysis, interpretation and presentation of data obtained from persons, charts, and records for research purposes; prepares written reports and analysis from a wide variety of data concerning various program areas of the City Demonstration Agency; and performs related duties as required.

Requires responsibility for developing, implementing and maintaining methods and procedures related to research reporting and presentation of material; making contacts and conducting interviews; checking records, reports, charts and documents to obtain necessary research data; directing and distributing research assignments to subordinate personnel; submitting and delivering final reports and presentations.

EXAMPLES OF DUTIES:

1. Directs and participates in research studies; supervises the tabulation and analysis of data; directs the application of statistical data and methods to determine trends, cycles, linkages and underlying factors on program development and implementation; directs the compilation of and supplies data for updating reports, programs and graphic presentations; may direct and assign subordinate research staff personnel and clerical workers engaged in technical computation and work processing tasks.
2. Makes oral presentations and program recommendations; constructs charts, graphs and tables to summarize results.
3. Gathers data by interviews and contacts with governmental agencies, private businesses, employees and the general public.
4. Directs and prepares a wide variety of research reports and papers; checks and reviews statistical work and reports for accuracy and continuity; develops graphic techniques to present data; maintains all correspondence relating to statistical and research functions.
5. Develops and maintains a filing system for easy accessibility of data; maintains a central library for all incoming booklets, pamphlets, newsletters, and related material.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in statistics, mathematics, economics, sociology, psychology or related fields including upper division work in statistics or tests and measurements.

Requires two years of experience in a position, the major duties of which involved research, analysis, and the compilation, investigation and evaluation of data of a psychological, sociological or economic nature; or the equivalent combination of training and experience.

Knowledge, Ability and Skills: Requires knowledge of the principles, methods and practices of research; the application of sampling theory and probability concepts; data sources and bibliographic materials; methods of preparation of research reports.

Requires ability to assume responsibility and supervise subordinate personnel in dealing with research and statistical problems; develop and maintain techniques and procedures for assembling a variety of detailed data; supervise and carry out statistical work procedures; make accurate computations; prepare comprehensive and concise research reports and papers.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: EVALUATION COORDINATOR, CITY DEMONSTRATION AGENCY

CODE: 9436

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, develops, coordinates, and maintains an evaluation system designed to monitor all existing Model Cities programs and projects; directs subordinate evaluation personnel in the review and analysis of data; develops and maintains a central filing system for statistical data and evaluation information; prepares and edits statistical reports; provides technical assistance to all project areas; and performs related duties as required.

Requires responsibility for: collecting, analyzing, coordinating, and reporting information necessary for program operations; developing methods for the compilation of data and statistics regarding the areas of health, social services, manpower, economic development, housing, physical development and education; compiles information regarding related activities of public and private agencies; and maintains the City Demonstration Agency information system.

EXAMPLE OF DUTIES:

1. Prepares an evaluation system designed to review existing and proposed Model Cities programs and projects; analyzes, evaluates, and submits recommendations on specific programs modifying existing or establishing new services as indicated by impact upon the Model Neighborhood Agency.
2. Collects, analyzes and coordinates statistical data as presented by the individual program area evaluators; submits evaluative reports regarding performance and the effectiveness of special programs.
3. Develops standards and criteria for rating program value and impact; maintains liaison with personnel of local, state and federal agencies, consultants, community residents and organizations for the exchange of information; discusses the impact and effectiveness of projects.
4. Studies legislation affecting Model Cities programs; advises and lends technical assistance to Model Neighborhood Agency residents and groups on the planning of new programs; aids in developing and maintaining a community evaluation system for input into the overall evaluation reports.
5. Represents the City Demonstration Agency before public and private groups to interpret and explain Model Cities programs, effectiveness and impact upon the Model Neighborhood Agency; writes reports and documents for formal governmental submission.

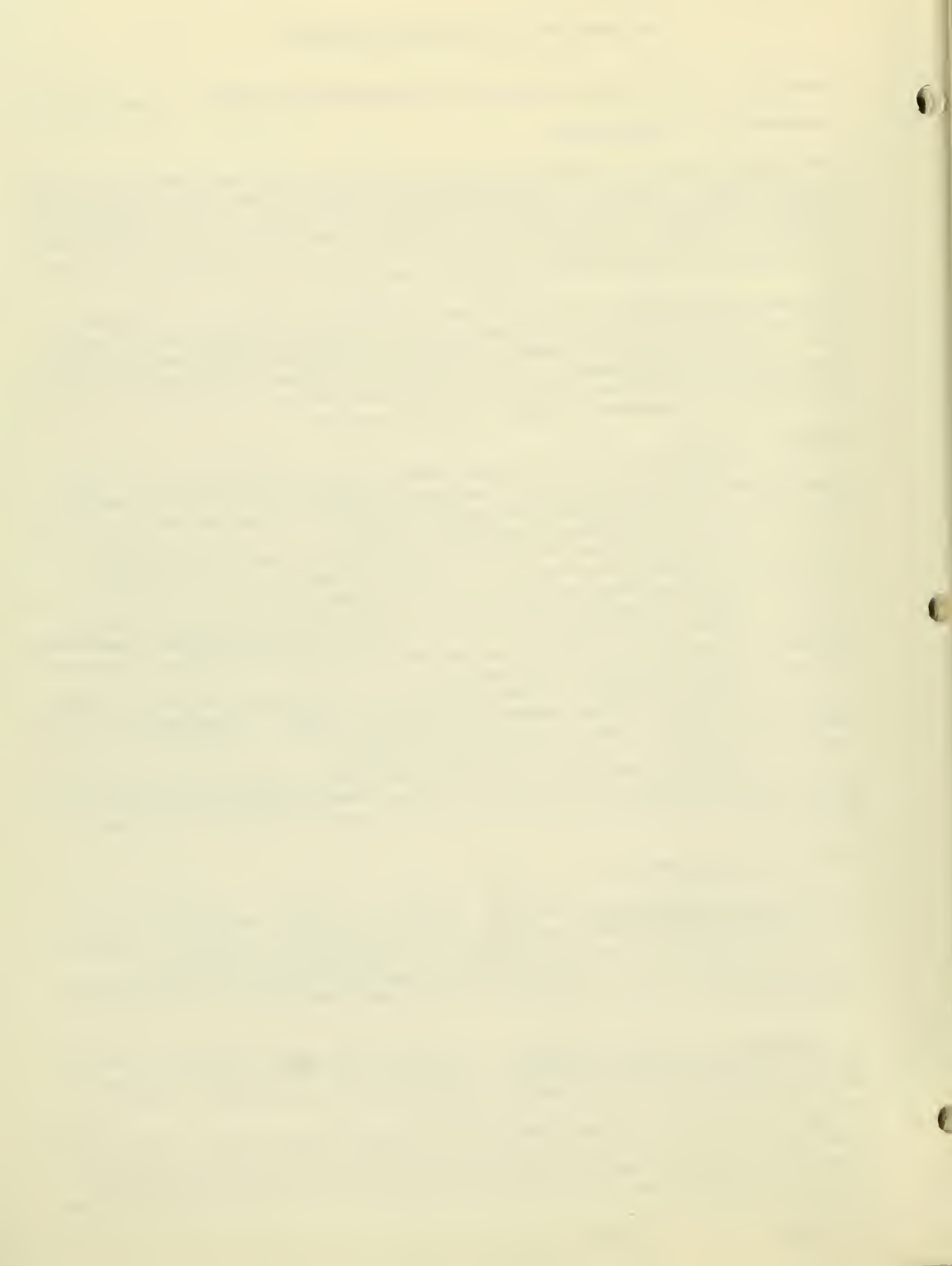
MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in business administration, city planning, economics, statistics, or the social sciences.

Requires four years of responsible work experience related to the duties and responsibilities of this position; or an equivalent combination of training and experience.

Knowledge, Abilities, and Skills: Requires the general knowledge of statistical and evaluative methods; techniques of analysis and interpretation of data pertaining to model neighborhood social programs and projects; federal, state and local laws pertaining to model cities program.

Requires ability to review, analyze and interpret a wide variety of data; speak effectively and write clear and concise technical and narrative reports; deal effectively with governmental officials, professional and technical persons and employees; supervise subordinate personnel; and work with community organizations and the general public.



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DIRECTOR OF EVALUATION AND RESEARCH, CITY DEMONSTRATION AGENCY
CODE: 9438

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, develops, organizes, coordinates, and maintains an evaluation system designed to monitor all Model Cities programs and projects; assesses overall impact of programs in the Model Neighborhoods; reviews all subordinate staff work; prepares reports for submission to public and private agencies; coordinates collection of data; and performs related duties as required.

Requires responsibility for reviewing, analyzing, and coordinating all information necessary for program evaluation; supervising all evaluation, research and subordinate personnel; compiling data and statistics submitted by subordinate staff; and making recommendation to area planners; lends technical assistance and advice to resident and task force evaluation teams; analyzing overall program effectiveness and project impact.

EXAMPLES OF DUTIES:

1. Directs an evaluation and research system designed to review, monitor, and analyze all existing and proposed Agency projects and programs; directs subordinate personnel; analyzes, evaluates and submits recommendation on specific programs and projects to improve their total impact upon the Model Neighborhood Area; gives technical assistance and advice to residents in formulating a community evaluation input system for incorporation in the overall evaluation reports.
2. Advises and assists community organizations and groups in the evaluation of new programs; participates in field visits to obtain planning information and on-site impact evaluation; substantiates additional services for the Model Neighborhood Agency based upon survey data and analysis of the community needs; recommends program changes based upon evaluation reports.
3. Coordinates evaluation and research activities with staff personnel to ensure the accuracy and adequacy of data; works with operating agencies to implement directives resulting from evaluation.
4. Maintains contact with personnel of federal, state and local agencies working with the Model Cities program, and with consultants in order to exchange information; studies federal, state and local legislation affecting the Model Cities program; represents the City Demonstration Agency at community and government agency meetings to explain evaluation reports and project impact upon the Model Neighborhood Agency.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, preferably with major course work in business administration, mathematics, economics, or a related field.

Requires four years of responsible work experience related to the duties and responsibilities of this position; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of the principles, practices, and scope of Model Cities programs; statistical and research methods; sources of information and data relating to urban growth and revitalization; federal, state and local laws and regulations as they relate to Model Cities activities.

CLASS TITLE: DIRECTOR OF EVALUATION AND RESEARCH, CITY DEMONSTRATION AGENCY
CODE: 9438

MINIMUM QUALIFICATIONS (continued)

Requires ability to analyze, review and make recommendations on the progress of programs; establish and maintain cooperative relations with area residents, government agencies, business organizations, community groups and the general public; prepare, review and present clear and concise reports; speak effectively before groups.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: RELOCATION SPECIALIST, CITY DEMONSTRATION AGENCY

CODE: 9442

CHARACTERISTICS OF THE CLASS:

Under direction, surveys, plans and develops relocation resources within the Model Neighborhood Area; conducts research to assemble data regarding housing conditions, the housing market, the amount of relocation to be required, and available governmental resources; and performs related duties as required.

Requires responsibility for collecting, developing and coordinating relocation information services for Model Neighborhood Area residents; contacting residents, governmental agencies and private sources in order to provide necessary housing; lends technical assistance to community housing organizations; reports to consultants, community housing organizations and the community the needs and progress of the relocation program.

EXAMPLES OF DUTIES:

1. Serves as relocation specialist in the Model Neighborhood Area; evaluates the housing rehabilitation program and other programs within the Model Neighborhood Area to assess the relocation needs; researches and reports on the resources of the Model Neighborhood Area to provide housing.

2. Coordinates the City Demonstration Agency relocation program with other agency programs and with the community; assures that relocatees receive services responsive to their needs.

3. Maintains close personal contact with the community residents and housing and development organizations in order to gather and exchange information.

4. Conducts research and surveys; analyzes data regarding programs in the Model Neighborhood Area and determines relocation requirements; evaluates the success of the relocation programs and services in the community.

5. Represents the City Demonstration Agency in community meetings, interpreting relocation policy and procedures; conducts meetings and seminars with the community describing relocation services.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree with major work in the area of urban planning, architecture or related field.

Requires two years of work experience in urban renewal, housing, relocation, or an equivalent combination of training and experience.

Knowledge, Abilities, and Skills: Requires a knowledge of Model Cities programs and policies; federal, state and city legislation and programs dealing with housing and relocation; local resources for relocation.

Requires ability to collect, analyze and interpret data pertaining to housing relocation matters; provide staff assistance to the Agency and the community; deal tactfully and effectively with community residents, governmental officials, professional and technical persons, employees and the general public.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PHYSICAL AND ENVIRONMENTAL PLANNER, CITY DEMONSTRATION AGENCY
CODE: 9444

CHARACTERISTICS OF THE CLASS:

Under general direction, plans and develops the Model Cities area physical and environmental program; gathers, analyzes and interprets planning data and prepares recommendations thereon; serves as liaison with consultants, planners, and public agencies; and performs related duties as required.

Requires responsibility for: developing, interpreting, coordinating, executing and explaining policies and procedures of the City Demonstration Agency; continuing personal contacts with representatives of government, civic business organizations and the general public in regard to physical and environmental concerns of the Model Neighborhood Area; preparing and reviewing reports to the City Demonstration Agency with recommendations on environmental matters.

EXAMPLES OF DUTIES:

1. Provides planning services to determine physical and environmental policies and programs; reviews and analyzes legislation and governmental agency guidelines affecting physical and environmental policies, plans, programs and projects of the Model Cities program.
2. Designs, studies, compiles, analyzes, evaluates and prepares reports on the social, physical, economic factors of the Model Neighborhood Area; incorporates findings into projects and programs; reviews and analyzes redevelopment and urban renewal proposals and plans with regard to environmental problems; recommends modification of plans when appropriate.
3. Provides technical assistance to residents in developing the community; organizes and encourages neighborhood groups in dealing with environmental problems; develops policies and programs with the assistance of the Model Neighborhood Area community.
4. Serves as technical liaison with private consultants in developing programs and plans; studies urban design considerations of other departments.
5. Represents the City Demonstration Agency to explain and interpret physical and environmental policies and projects to other government agencies, civil groups and the general public; may represent the City Demonstration Agency before the Board of Supervisors or its committee.
6. Works with other staff members to evaluate projects and programs relating to the physical environment; analyzes the performance of programs against the attitudes, needs and goals of the community.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in city planning, or a closely related field.

Requires three years work experience in planning, urban renewal or a related field, or an equivalent combination of training and experience.

Knowledge, Abilities, and Skills: Requires knowledge of the policies, purposes and scope of Model Cities programs; research methods and sources of information and data affecting the Model Neighborhood Area; federal, state and local laws as they relate to physical and environmental conditions.

Requires ability to collect, analyze and interpret data pertaining to physical and environmental planning matters; provide staff assistance to the Agency and the community; deal tactfully and effectively with the general public, governmental officials, professional and technical persons and employees.

NEW CLASS

ADOPTED: August 23, 1971



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SOCIAL SERVICES SPECIALIST
CITY DEMONSTRATION AGENCY

CODE: 9446

CHARACTERISTICS OF THE CLASS:

Under general direction, assists in the development of social service plans and programs in the Model Neighborhood Area; monitors programs to insure compatibility with federal laws and regulations and agency policies; provides counseling to community residents regarding social services; assists in the preparation of a variety of reports and records; and performs related duties as required.

Requires responsibility for: Planning, collecting, analyzing and reporting on social service data in the area; developing informational systems to provide data to form the basis for policy decision; preparing, checking and maintaining technical records and reports; continuing personal contacts with representatives of government, civic, business and neighborhood organizations and the general public; represents the agency at community meetings to explain and interpret policies and programs.

EXAMPLES OF DUTIES:

1. Serves as a specialist for social service programs in the Model Neighborhood Area; meets with agency staff members to insure that all social service program components are compatible with regulations of the Federal Department of Housing and Urban Development; recommends program modifications and adjustments to comply with new legislation.
2. Monitors the operations of various programs including the ambulatory health care center, food supplement program, nutrition enhancement and recreation for the aged.
3. Provides assistance to Model Neighborhood staff in determining program priorities; gathers data concerning various social service problems in the community; lends technical assistance and advice to community groups and residents working with model cities programs; assists in establishing methods and procedures for collaborative planning between the City Demonstration Agency, area residents and the Citizen Participation staff.
4. Assists in the establishment of an information system regarding social service programs and facilities; develops procedures to provide data to the community and other interested agencies on needed services; studies the effect upon community residents and recommends program modifications as required.
4. Assists the program director in the preparation of all reports concerning program progress; assists in the monitoring and evaluation of social services in the area; may represent the City Demonstration Agency before public and private agencies to explain and interpret the effectiveness, goals and objectives of projects and programs.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of a four year college or university with a baccalaureate degree in the social or the behavioral sciences.

Requires three years work experience in the social services field, preferably at the community level; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of city-wide and community social services facilities and programs; federal, state and local programs, policies and requirements in this field; techniques of statistical and research methods; sources of information and data.

Requires ability to: Plan, evaluate and promote social service programs; develop constructive working relationships with minority groups; speak effectively; write clear memoranda and reports; deal tactfully and effectively with government officials, professional and technical persons, co-workers, representatives of community organizations and the general public.

Adopted: 8/23/71

NEW CLASS

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: EDUCATION PROGRAM SPECIALIST II, CITY DEMONSTRATION
AGENCY

CODE: 9448

CHARACTERISTICS OF THE CLASS:

Under general direction, assists in the development of educational plans and programs in the Model Neighborhood area; monitors educational programs and projects; assists in the preparation of a variety of reports and records; and performs related duties as required.

Requires responsibility for planning, collecting, analyzing and reporting on educational information in the Model Neighborhood; preparing, checking and maintaining technical records and reports; continuing personal contacts with representatives of government, civic, business and neighborhood organizations and the general public; representing the Agency at community meetings to explain and interpret policies and programs.

EXAMPLES OF DUTIES:

1. Serves as a specialist concerning community educational matters; coordinates citizen participation in the Model Neighborhood area.

2. Provides assistance to Model Neighborhood area staff in determining program priorities; gathers data concerning various educational problems; develops guidelines to assess testing techniques used to determine academic abilities of Model Neighborhood area students.

3. Assists in the establishment of an information system on educational services and facilities; develops procedures to provide data to the community and other interested agencies regarding Area educational facilities and city-wide educational resources; assists in making accessible to interested parties educational information and statistics regarding Model Neighborhood Area residents.

4. Assists the program director in the preparation of all reports concerning program progress; assists in the monitoring and evaluation of educational services.

5. Develops procedures for collaborative planning between the City Demonstration Agency and the San Francisco Unified School District regarding educational resources in the Model Neighborhood Area.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of a four year college or university with a baccalaureate degree with major course work in education, psychology, social sciences, or a related field.

= Requires three years of work experience in the educational system involving extensive community contact; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of city-wide and community educational facilities and services; federal, state and local programs; policies and requirements in the education field; techniques of statistical and research methods; sources of information and data on educational matters.

Requires ability to plan, evaluate and promote educational programs; develop constructive working relationships with minority groups; speak effectively, write clear memoranda and reports; deal tactfully and effectively with government officials, professional and technical persons, co-workers, representatives of community organizations and the general public.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: MANPOWER AND ECONOMIC DEVELOPMENT PROGRAM SPECIALIST,
CITY DEMONSTRATION AGENCY

CODE: 9450

CHARACTERISTICS OF THE CLASS:

Under general direction, assists in the implementation of manpower and economic development of plans and programs in the Model Neighborhood Area; monitors manpower and economic programs to ensure compatibility with federal laws and regulations as well as local policies; assists in the preparation of a variety of reports and records; and performs related duties as required.

Requires responsibility for planning, collecting, analyzing and reporting on manpower and economic information in the area; developing informational systems to provide the basis for policy decisions; preparing, checking and maintaining technical records and reports; continuing personal contacts with representatives of government, civic, business and labor organizations and the general public; representing the Agency at community meetings to explain and interpret policies and programs.

EXAMPLES OF DUTIES:

1. Assists in the development of community organizations concerning manpower and economic development programs and projects; meets with Agency staff members to ensure that all program components are compatible with regulations of the Department of Housing and Urban Development; recommends program modifications and adjustments to comply with new legislation.

2. Provides assistance to Model Neighborhood Area staff in determining program priority; lends technical assistance and advice to community groups and residents in the area.

3. Assists in the establishment of an information system for manpower and economic development projects in the model neighborhood; develops procedures to provide data to the community and other interested agencies regarding manpower and economic development programs and opportunities.

4. Attends community meetings to explain, interpret and promote Agency manpower and economic programs; initiates activities designed to obtain community involvement and participation in area projects.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of a four year college or university with a baccalaureate degree with major course work in economics, business administration, industrial relations, or a closely related field.

Requires three years work experience in some phase of manpower for economic development; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of economic, employment and labor practices and conditions in the San Francisco Bay Area; the codes, statutes and laws relating to economic development.

Requires ability to plan, evaluate and promote manpower and economic development programs; develop constructive working relations with minority groups; speak effectively and write technical and narrative reports; deal tactfully and effectively with government officials; professional and technical persons and employees, community organizations and the general public.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: HEALTH SPECIALIST, CITY DEMONSTRATION AGENCY

CODE: 9452

CHARACTERISTICS OF THE CLASS:

Under general direction, assists in the development and monitoring of health plans and programs in the Model Neighborhood area; assists in the establishment of an information system on health resources; provides counseling to area residents regarding health care; assists in the preparation of a variety of reports and records; and performs related duties as required.

Requires responsibility for: Planning, collecting, analyzing and reporting on health information in the Model Neighborhood area; developing informational systems to provide data to form the basis for policy decisions; preparing, checking and maintaining technical records and reports; continuing personal contacts with representatives of government, civic, business and neighborhood organizations and the general public; representing the agency at community meetings to explain and interpret policies and programs.

EXAMPLES OF DUTIES:

1. Serves as the health specialist in a Model Neighborhood area; meets with agency staff members to insure that all health program components are compatible with regulations of the Federal Department of Housing and Urban Development; recommends program modifications and adjustments to comply with new legislation.
2. Provides assistance to Model Neighborhood area staff in determining program priority; gathers data concerning various health problems such as infant mortality rate, venereal disease rate, parasitic and infectious disease indices, number of community physicians and related data.
3. Assists in the establishment of an information system on health care facilities; develops procedures to provide data to the community and other interested agencies on health care facilities, health services and city-wide health resources.
4. Assists the program director in the preparation of all reports concerning program progress; assists in the monitoring and evaluation of health care service.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of a four year college or university with a baccalaureate degree, preferably in a biological field.

Requires three years work experience in various phases of health care at the community level; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of city-wide and community health care facilities and services; federal, state and local programs, policies and requirements in the health field; techniques of statistical and research methods; sources of information and data.

Requires the ability to: Plan, evaluate and promote health programs; develop constructive working relationships with minority groups; speak effectively; write clear memoranda and reports; deal tactfully and effectively with government officials, professional technical persons, workers, representatives of community organizations and the general public.

Adopted: 8/23/71

NEW CLASS

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: HOUSING PROGRAM SPECIALIST II, CITY DEMONSTRATION AGENCY CODE: 9454

CHARACTERISTICS OF THE CLASS:

Under general direction, assists in the implementation and monitoring of housing plans and programs in the Model Neighborhood Area; provides counseling to area residents regarding legal and financial problems in obtaining housing; assists in the preparation of a variety of reports and records; and performs related duties as required.

Requires responsibility for planning, collecting, analyzing and reporting on housing information in the area; developing informational systems to provide the basis for policy decisions; preparing, checking and maintaining technical records. and reports; continuing personal contacts with representatives of government, civic, business and neighborhood organizations and the general public; as assigned, represents the Agency at community meetings to explain and interpret policies and programs.

EXAMPLES OF DUTIES:

1. Serves as the housing specialist in a Model Neighborhood Area; meets with Agency staff members to insure that all housing program components are compatible with the regulations of the Department of Housing and Urban Development; recommends program modifications and adjustments to comply with new legislation.
2. Provides assistance to Model Neighborhood Area staff in determining program priorities; assists in the assignment of employee accountability for the various phases of housing programs.
3. Assists in the establishment of a housing information system; develops procedures to provide data to the community and other interested agencies on housing availability, housing service, home improvement, application processing and rent subsidies.
4. Assists residents in acquiring legal services and financial assistance; provides counseling on home ownership, rehabilitation and discrimination in housing.
5. Provides information in the area of housing upon which decisions can be made regarding home loans.
6. Assists in the preparation of reports to the City Demonstration Agency and the Department of Housing and Urban Development on housing programs in the Model Neighborhood Area.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of a four year college or university with a baccalaureate degree with major course work in urban planning, city planning, architecture or a closely related field.

Requires three years work experience in housing, urban renewal, relocation or a closely related field; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of housing, community housing cooperatives, minority contractors, rehabilitation standards and programs, rental agreements; basic knowledge of federal, state and local housing programs, policies, and procedures.

Requires the ability to plan, evaluate and promote housing programs; develop constructive working relationships with minority groups; speak effectively; write clear memoranda and reports; deal tactfully and effectively with governmental officials, professional and technical persons and employees, community organizations and the general public.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DIRECTOR OF PROGRAM COORDINATION AND IMPLEMENTATION, CODE: 9456
CITY DEMONSTRATION AGENCY

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, plans, directs and coordinates all programs, projects and studies of a Model Neighborhood Area; analyzes data and prepares recommendations based upon interpretations thereof; prepares difficult and complex technical reports; and performs related duties as required.

Requires responsibility for: developing, carrying-out, interpreting and coordinating Agency programs, policies and methods; continuing personal contacts with responsible representatives of government, civic and business organizations and the general public in connection with the explanation and interpretation of Model Neighborhood Area activities; preparing and maintaining important professional and technical records and reports concerning Agency plans and programs in the fields of education, employment, business development and related functions.

EXAMPLES OF DUTIES:

1. Supervises subordinate Model Neighborhood Area personnel engaged in major planning activities and implementation activities concerning Agency programs and projects; provides technical advice and reviews all program developments; coordinates and supervises the design, analysis and evaluation of studies dealing with the programs.
2. Analyzes and reviews existing and proposed legislation in the program areas; gives advice and lends assistance to the Supervisors on the effects of such legislation.
3. Consults, advises and provides assistance to model neighborhood organizations and residents working with programs; assists in developing project proposals.
4. Gathers and submits information regarding additional program funding sources; develops and submits for Agency approval, applications for new programs or projects.
5. As assigned, addresses community, business and government groups to explain Model Cities programs and policies; may assist in representing the City Demonstration Agency before public and private agencies and organizations.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of a four year college or university with a baccalaureate degree with major course work in city planning, architecture, economics, business administration, social sciences or a related field.

Requires four years experience in areas related to the duties and responsibilities of this position; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of the principles, practices, purposes and scope of Model Cities programs and policies as they relate to San Francisco; the ability to plan, supervise, organize and coordinate programs and projects; oversee program implementation; advise and assist program planners in the different program areas; effectively work with community and government personnel and the general public; write detailed technical reports and papers.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PROGRAM MONITOR ASSISTANT, CITY DEMONSTRATION
AGENCY

CODE: 9458

CHARACTERISTICS OF THE CLASS:

Under direction, assists in the collection, analyzing and interpretation of data for report and research purposes; assists in developing and updating reporting procedures, reporting forms and internal management procedures; and performs related duties as required.

DISTINGUISHING FEATURES:

The Program Monitor Assistant, City Demonstration Agency is distinguished by its responsibility for assisting the Senior Research Assistant, CDA in the gathering, compiling and analyzing of data from persons, charts and records for research purposes. The incumbent of this position is also responsible for providing technical assistance to program monitors in the implementation of plans and projects.

EXAMPLES OF DUTIES:

1. Assists in developing, operating and modifying data files to support the CDA internal management system; assists in preparing monthly reports and compiles statistical data from various sources.
2. Assists in the interpretation, implementation and enforcement of departmental procedures in connection with City Demonstration Agency operations and research activities.
3. Reviews and prepares Management Information System reports for projects and City Demonstration Agency management.
4. Maintains and operates the City Demonstration Agency central records section; coordinates procurement of files; organizes existing material in City Demonstration Agency pertinent to central record files.
5. Processes and distributes incoming and outgoing mail; assists staff in locating various file materials.
6. Performs specialized typing and office clerical work in conjunction with the preparation and maintenance of a variety of records and reports including statistical and research reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree or an equivalent combination of training and experience in the areas of research, information systems and implementation and general clerical skills.

Knowledge, Abilities and Skills: Requires knowledge of: goals, scope, practices and procedures of the City Demonstration Agency programs in the Office of Community Development; principles, methods and practices of research; data sources and bibliographical materials; methods of preparation of research reports; modern clerical and office practices and procedures.

CLASS TITLE: PROGRAM MONITOR ASSISTANT,
CITY DEMONSTRATION AGENCY

CODE: 9458

MINIMUM QUALIFICATIONS: (Cont.)

Requires the ability to: assemble a variety of detailed data; carry out statistical work procedures; make accurate computations; assist in the preparation of comprehensive and concise research reports and papers; deal courteously, effectively and tactfully with residents, representatives of agencies and organizations and the general public.

Requires sufficient skill in typing to complete necessary forms and records.

AMENDED: 6-5-78

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: EMPLOYMENT PROGRAM SPECIALIST, CITY DEMONSTRATION AGENCY

CODE: 9460

CHARACTERISTICS OF THE CLASS:

Under direction, consults with residents, task forces, employment organizations, and employers; develops and maintains evaluation standards of individual projects; submits monthly reports to the City Demonstration Agency; analyzes data and prepares recommendations; works with the Agency staff to ensure successful development and implementation of employment projects; and performs related duties as required.

Requires responsibility for: collecting, assembling, analyzing, and reporting on employment factors in the community; evaluating the impact of Agency programs; preparing, checking and maintaining records and reports; making continuing personal contacts with representatives of government, civic, neighborhood and business organizations and the general public.

EXAMPLES OF DUTIES:

1. Develops and maintains close community contacts to assist in the research and analysis of community concerns affecting the development and implementation of all employment projects; reports community attitudes and needs to appropriate divisions of the Agency.
2. Conducts surveys and studies; analyzes data to determine the project impact upon the Model Neighborhood Area; submits recommendations for project change to make the project more responsive to the community needs.
3. Attends community meetings to explain employment projects; incorporates community opinion into evaluation reports; makes on-site visits to all project areas to assess development and success of the individual projects; writes and submits performance monitoring reports.
4. Provides assistance and advice to employment organizations and residents; assists in the resolution of specific community problems rising in the area of employment; works with the citizen participation staff to develop and maintain evaluation and performance monitoring methods; lends technical assistance and advice to task forces.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of a four year college or university with a baccalaureate degree, with major course work in business administration, industrial psychology, public administration or a closely related field.

Requires two years of work experience in the area of employment administration, recruitment, monitoring or manpower development; or an equivalent combination of training and experience.

Knowledge, Abilities, and Skills: Requires knowledge of employment programs and proposals; federal, state and local laws as they apply to manpower development and fair employment practices.

Requires the ability to evaluate, plan and promote employment programs; develop constructive working relationships with minority groups; speak effectively; write memoranda, reports, and evaluations; deal tactfully and effectively with government officials, professional and technical persons and employees, community organizations and the general public.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CHILD CARE PROGRAM SPECIALIST, CITY DEMONSTRATION AGENCY CODE: 9462

CHARACTERISTICS OF THE CLASS:

Under direction, develops and maintains close contacts with personnel of child care centers in the model neighborhood, residents, and representatives of the Department of Social Services; determines needs and project impact of the day care centers on the neighborhood; develops and maintains performance monitoring methods; submits monthly reports; analyzes data and prepares recommendations; and performs related duties as required.

Requires responsibility for: collecting, assembling, analyzing and reporting on child care program data in the community; evaluating the impact of Agency programs; preparing, checking and maintaining records and reports; making continuing personal contacts with representatives of government, civic, neighborhood and business organizations and the general public; representing the Agency at community meetings to explain and interpret policies and programs.

EXAMPLES OF DUTIES:

1. Consults with model neighborhood residents, day care administrators, and all concerned persons to assist in the research and analysis of community concerns affecting the development and implementation of the child care projects; reports community attitudes and needs to appropriate divisions of the City Demonstration Agency.
2. Conducts surveys and studies; analyzes data to determine the project impact and effectiveness upon the model neighborhood; submits recommendations for project change to make the project more responsive to the needs of parents and children.
3. Attends community meetings to explain child care projects; monitors community response to the projects for incorporation into the impact evaluations and performance monitoring reports.
4. Provides assistance and advice to task forces; assists in the resolution of specific community problems rising in the area of child care.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of a four year college or university, with major course work in psychology, sociology or a closely related field.

Requires two years of work experience in the area of child care development or teaching or an equivalent combination of training and experience.

Knowledge, Abilities, and Skills: Requires knowledge of education and child care programs and proposals in San Francisco; minority school programs, bi-lingual programs; federal, state and local child care programs and proposals.

Requires the ability to evaluate, plan and promote education programs; develop constructive working relationships with minority groups; speak effectively; write clear and concise memoranda, reports and evaluations; deal tactfully and effectively with government officials, professional and technical persons and employees, community organizations and the general public.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: EDUCATION PROGRAM SPECIALIST I, CITY DEMONSTRATION AGENCY CODE: 9464

CHARACTERISTICS OF THE CLASS:

Under direction, develops and maintains close community contacts with Model Neighborhood Area school administrators, parents, and students; develops performance monitoring methods and submits monthly reports; represents the City Demonstration Agency at community educational meeting; analyzes education data and prepares recommendations; works with Agency staff to develop and implement education projects; and performs related duties as required.

Requires responsibility for: collecting, assembling, analyzing and reporting on educational matters in the community; evaluating the impact of programs and projects; preparing, checking and maintaining records and reports; making continuing personal contacts with representatives of government, civic neighborhood and business organizations and the general public; representing the Agency at community meetings to explain and interpret policies and programs.

EXAMPLES OF DUTIES:

1. Consults with model neighborhood school administrators, parents, and students in order to carry out research and analysis of community concerns affecting the development and implementation of all education projects; reports, community attitudes and needs to appropriate divisions of the City Demonstration Agency.
2. Conducts surveys and studies; analyzes data to determine the project impact upon the model neighborhood; submits recommendations for project change to make the project more responsive to student and teacher needs.
3. Attends community and PTA meetings to explain educational projects and incorporate community opinion into evaluation reports; makes on-site visits to all neighborhood schools to assess development and impact of projects upon the schools.
4. Provides assistance and advice to school administrators and PTA groups; assists in the resolution of specific community problems arising in the area of education; works with the citizen participation staff to develop and maintain evaluation and performance monitoring methods.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of a four year college or university, with major course work in an educational field.

Requires two years of experience in education, teaching or a closely related field; or an equivalent combination of training and experience.

Knowledge, Abilities, and Skills: Requires knowledge of education programs and proposals in San Francisco; minority school programs, bi-lingual programs; federal, state and local educational programs and proposals.

Requires the ability to evaluate, plan and promote education programs; develop constructive working relationships with minority groups; speak effectively; write clear and concise memoranda, reports, and evaluations; deal tactfully and effectively with government officials, professional and technical persons and employees, community organizations and the general public.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: HOUSING PROGRAM SPECIALIST I, CITY DEMONSTRATION AGENCY CODE: 9466

CHARACTERISTICS OF THE CLASS:

Under direction, develops and maintains close community contacts with residents, housing organizations, and task forces to determine project impact upon the model neighborhood; develops and maintains performance monitoring methods; submits monthly reports on housing program and projects; analyzes data and prepares recommendations; and performs related duties as required.

Requires responsibility for: collecting, assembling, analyzing and reporting on housing data in the community; evaluating the impact of Agency programs; preparing, checking and maintaining technical records and reports; making continuing personal contacts with representatives of government, civic, neighborhood and business organizations and the general public; represents the Agency at community meetings to explain and interpret policies and programs.

EXAMPLES OF DUTIES:

1. Provides consultation in the research and analysis of community housing problems; determines residents' attitudes affecting the development and implementation of all housing projects; reports resident concerns to appropriate divisions of the Agency.
2. Conducts surveys and studies, and analyzes resulting data to determine the project impact upon the Model Neighborhood Area; submits recommendations for project change to better serve community needs.
3. Attends community meetings to explain housing projects and incorporates community opinion into evaluation reports; makes on-site visits to all project areas to assess development, and makes performance monitoring reports.
4. Provides assistance and advice to housing organizations and residents; assists in the resolution of specific community problems rising in the area of housing; works with the Citizen Participation staff to develop and maintain evaluation and performance monitoring methods; lends technical assistance and advice to model neighborhood task forces.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of a four year college or university with a baccalaureate degree, with major work in the area of city planning, architecture, urban planning, or related field.

Requires two years experience in the area of housing, urban renewal, relocation, or a related field; or the equivalent combination of training and experience.

Knowledge, Abilities, and Skills: Requires knowledge of housing, community housing cooperations, minority contractors, rehabilitation standards and programs, rental agreements; requires a basic knowledge of federal, state and local housing programs, policies and procedures.

Requires the ability to promote, evaluate and plan housing programs; develop constructive relationships with minority groups; speak effectively; write clear papers and reports; deal tactfully and effectively with governmental officials, professional and technical persons and employees, community organizations and the general public.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: HOUSING AND PHYSICAL DEVELOPMENT PLANNING COORDINATOR,
CITY DEMONSTRATION AGENCY

CODE: 9468

CHARACTERISTICS OF THE CLASS:

Under general direction, coordinates plans for all housing and physical development programs and projects; directs planning and research related to the development of housing programs and policies; provides technical assistance to organizations and community groups working with the Model Cities program in the area of housing; and performs related duties as required.

Requires responsibility for: Developing, interpreting, coordinating, executing and explaining housing and physical development policies and programs of the City Demonstration Agency; making continuing personal contacts with representatives of governmental, civic and business organizations and the general public in the exchange of information and in discussing Agency problems as they relate to housing and physical development; submitting recommendations on Agency housing and physical development plans and policies.

EXAMPLES OF DUTIES:

1. Coordinates all planning and development of housing and physical development policies and programs; reviews and analyzes legislation and governmental guidelines affecting housing policies, plans, programs, and projects.
2. Consults with organizations working with the Model Cities programs; assists in the resolution of community problems; assists in the development and improvement of community relations with government agencies, including the San Francisco Redevelopment Agency, San Francisco Housing Authority, and the City Planning Department.
3. Conducts surveys in the Model Neighborhood Area and analyzes results to incorporate into the program; seeks the assistance and advice of residents as well as public agency representatives in developing and planning projects.
4. Directs the research and analysis of community and other agency inputs affecting program development; reviews existing delivery systems, methods and procedures for implementing program goals and objectives; works with other governmental agencies and bureaus; submits recommendations for the improvement of housing, rehabilitation, and relocation services; analyzes all problems in these areas and recommends solutions.
5. Represents the City Demonstration Agency to explain and interpret housing and physical development policies and projects to other agencies, civic groups, and the general public; seeks the assistance and advice of residents and Model Neighborhood Area organizations in order to develop program policies and procedures; may speak before neighborhood groups and government groups to explain City Demonstration Agency activities.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of a four year college or university with a baccalaureate degree with major work in the area of city planning, architecture, or a closely related field.

Post Graduate degree in architecture or city planning is desirable.

Requires three years of work experience in the area of housing, relocation, urban renewal; or an equivalent combination of training and experience.

Knowledge, Ability and Skills: Requires considerable knowledge of: housing, relocation, urban renewal, rehabilitation, financing, interest rates, loan application, code enforcement, and a basic knowledge of the conditions and practices

CLASS TITLE: HOUSING AND PHYSICAL DEVELOPMENT PLANNING COORDINATOR,
CITY DEMONSTRATION AGENCY

CODE: 9468

affecting housing and physical development in San Francisco.

Requires the ability to plan, organize, supervise, and promote housing and physical development programs; assign and supervise work; develop constructive relationships with minority groups; analyze and interpret data; speak effectively and write technical and narrative reports; deal effectively with governmental organizations and the general public.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: EDUCATION PLANNING COORDINATOR, CITY DEMONSTRATION AGENCY CODE: 9470

CHARACTERISTICS OF THE CLASS:

Under general direction, coordinates, and plans all education programs and projects; directs planning and research related to the development of education policies and programs; provides technical assistance to organizations, schools, and residents working with the Model Cities program; and performs related duties as required.

Requires responsibility for: Developing, interpreting, coordinating, executing and explaining educational policies and programs of the City Demonstration Agency; making continuing personal contacts with representatives of governmental, civic and business organizations and the general public in the exchange of information and in discussing Agency problems as they relate to educational developments; submitting recommendations of Agency educational plans and policies.

EXAMPLES OF DUTIES:

1. Coordinates overall planning and development of educational programs and policies; reviews and analyzes legislation and governmental guidelines affecting educational policies, plans, programs, and projects.
2. Consults with Model neighborhood area schools and organizations; assists in the resolution of community problems; assists in the development and improvement of community relations with government agencies, including the San Francisco Unified School District.
3. Conducts surveys and analyzes results to incorporate into the program; seeks the assistance and advice of residents as well as public agency representatives in developing and planning projects; submits recommendations for the improvement of existing school programs and justification for new programs.
4. Represents the City Demonstration Agency to explain and interpret education policies and projects to other agencies, civic groups, and the general public; may speak before neighborhood groups and organizations to explain City Demonstration Agency activities.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of a four year college or university with a baccalaureate degree with major course work in education, psychology, social sciences or a closely related field.

Post-graduate degree in education or teaching credential is desirable.

Requires three years work experience in education planning, teaching, or a closely related field; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of education conditions and practices in San Francisco and the Bay Area; educational delivery systems in the Model Neighborhood Area; proposed and existing programs in Model Neighborhood area schools.

Requires the ability to plan, organize, supervise and promote education programs; assign and supervise work; develop constructive relationships with minority groups; analyze and interpret data; speak effectively and write technical and narrative reports; deal effectively with governmental officials, professional and technical persons and employees, community organizations and the general public.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: MANPOWER AND ECONOMIC DEVELOPMENT PLANNING COORDINATOR,
CITY DEMONSTRATION AGENCY

CODE: 9472

CHARACTERISTICS OF THE CLASS:

Under general direction, coordinates plans for all employment and training programs and projects; directs planning and research related to the development of manpower policies and programs; provides technical assistance to organizations working with Model Cities programs; and performs related duties as required.

Requires responsibility for: Developing, interpreting, coordinating, executing and explaining manpower and economic policies and continuing personal contacts with representatives of governmental, civic and business organizations and the general public in the exchange of information and in discussing Agency problems as they relate to manpower and economic developments; submitting recommendations on Agency economic plans and policies.

EXAMPLES OF DUTIES:

1. Coordinates the overall planning and development of manpower and economic policies and programs; reviews and analyzes legislation and governmental guidelines affecting manpower and economic development policies, plans, programs, and projects.
2. Provides technical assistance and guidance to organizations working with the Model Cities programs; assists in the resolution of community problems; assists in the development and improvement of community relations with governmental agencies.
3. Conducts surveys in the Model Neighborhood area and analyzes results to incorporate into the program; confers with public agency representatives in developing and planning projects.
4. Directs the research and analysis of community and other agency inputs affecting program development; reviews existing delivery systems, methods and procedures for implementing program goals and objectives; works with other governmental agencies and bureaus; submits recommendations for the improvement of manpower services; analyzes manpower and economic development problems and recommends solutions.
5. Represents the Agency to explain and interpret manpower and economic development policies and projects to other agencies, civic groups, and the general public; seeks the assistance and advice of residents in order to develop program policies and procedures; may speak before neighborhood groups and organizations to explain City Demonstration Agency activities.
6. Works with employers, labor unions, employment agencies and other related groups in developing a centralized employment center.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of a four year college or university with a baccalaureate degree, with major course work in the area of business administration, economics, industrial relations, or a closely related field.

Requires three years work experience in the area of manpower development, employment, or closely related field; or an equivalent combination of training and experience.

Knowledge, Abilities, and Skills: Requires considerable knowledge of economic, employment, and labor practices and conditions in San Francisco and the Bay Area; the codes, statutes and laws related to equal employment opportunities.

CLASS TITLE: MANPOWER AND ECONOMIC DEVELOPMENT PLANNING COORDINATOR,
CITY DEMONSTRATION AGENCY

CODE: 9472

Requires the ability to plan, organize, supervise and promote manpower and economic development programs; assign and supervise work; develop constructive relationships with minority groups; analyze and interpret data; speak effectively and write technical and narrative reports; deal effectively with governmental officials, professional and technical persons and employees, community organizations and the general public.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: HEALTH AND SOCIAL SERVICE PLANNING COORDINATOR,
CITY DEMONSTRATION AGENCY

CODE: 9474

CHARACTERISTICS OF THE CLASS:

Under general direction, coordinates plans for health and social services programs and projects; directs research related to development of social services and health policies and programs; provides technical assistance to organizations working with the Model Cities program; and performs related duties as required.

Requires responsibility for: developing, interpreting, coordinating, executing, and explaining health and social service policies and programs of the City Demonstration Agency; making continuing personal contacts with representatives of governmental, civic and business organizations and the general public in the exchange of information and in discussing Agency problems as they relate to health and social conditions; preparing and reviewing important reports regarding health and social developments; submitting recommendations on Agency plans and policies.

EXAMPLES OF DUTIES:

1. Coordinates the overall planning and development of social service and health policies and programs; reviews and analyzes legislation and governmental agency guidelines affecting social service policies, plans, programs and projects.
2. Provides technical assistance and guidance to health and social service groups and organizations working with the Model Cities program; assists in the resolution of specific community problems.
3. Conducts surveys in the Model Neighborhood Area and analyzes results to incorporate findings into the program; seeks the assistance and advice of residents as well as public agency representatives in developing and planning programs.
4. Directs the research and analysis of community and other agency inputs affecting program development; reviews existing delivery systems and procedures for incorporation into programs; works with other governmental agencies and bureaus; submits recommendations for the improvement of health services; analyzes health and social services problems and recommends solutions.
5. Attends meetings related to this program both inside and outside the community; develops close working relationships between the community and other agencies, including the Departments of Public Health and Social Services, and all medical and social service resources in the Model Neighborhood Area.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of a four year college or university with a baccalaureate degree with major work in the area of health, social sciences, psychology or a closely related field.

Requires three years work experience in health or social services or related field; or an equivalent combination of training and experience.

Knowledge, Abilities, and Skills: Requires considerable knowledge of community health planning, social service delivery systems, health and social service policies and practices in San Francisco and the Bay Area.

Requires the ability to plan, organize, supervise, and promote health and social service programs; assign and supervise work; develop constructive relationships with minority groups; analyze and interpret data; speak effectively and write technical and narrative reports; deal effectively with governmental officials, professional and technical persons, community organizations and the general public.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DIRECTOR OF PLANNING AND PROGRAM DEVELOPMENT,
CITY DEMONSTRATION AGENCY

CODE: 9476

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, supervises the work of Planning and Relocation Coordinators; directs all program and project development of the City Demonstration Agency; reviews all projects to ensure development in accordance with Housing and Urban Development Department guidelines and agency budget limitations; directs final program and project submissions to public and private agencies; and performs related duties as required.

Requires responsibility for: coordinating, developing, supervising, administrating and overall program development of the City Demonstration Agency; reviewing all projects and reports as submitted by Planning Coordinators; making recommendations and changes as necessary; maintaining contact with governmental personnel and Model Neighborhood residents in order to exchange information.

EXAMPLES OF DUTIES:

1. Coordinates and directs the activities of the City Demonstration Agency planners; supervises the development of all agency programs; prepares detailed reports on program planning and progress; maintains proper time schedules for all projects.
2. Gives technical assistance and advice to City Demonstration Agency planners in formulating project goals and objectives; advises and assists community groups and residents on planning new programs; recommends additional services and projects for Model Neighborhood community.
3. Reviews on-going programs ensuring conformance with goals and objectives and adherence to Model Cities guidelines; represents the City Demonstration Agency to explain and interpret program policies and objectives to other government agencies, civic groups, and community residents.
4. Confers with other department supervisors for planning coordination; provides technical assistance when required; directs correspondence and the preparation of reports and documents for submission to the Department of Housing and Urban Development and other agencies.
5. Participates in program financing negotiations; requests services from other city departments to aid in program planning; maintains contacts with community residents to present, discuss, and provide information on City Demonstration Agency planning activities, goals, objectives; represents the City Demonstration Agency before public and private groups.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, preferable with major course work in city planning, public administration, social sciences, or a closely related field. Masters degree in public administration, social sciences or planning is desirable.

Requires four years work experience related to the duties and responsibilities of this position; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: principles, practices, purposes and scope of Model Cities programs and policies as they relate to San Francisco.

CLASS TITLE: DIRECTOR OF PLANNING AND PROGRAM DEVELOPMENT, CITY DEMONSTRATION AGENCY
CODE: 9476

Requires the ability to plan, organize, direct and review work of subordinate personnel; analyze and make recommendations on programs and projects; speak and write effectively; deal tactfully and effectively with government officials, community organizations and the general public.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CONTRACT OFFICER, CITY DEMONSTRATION AGENCY

CODE: 9480

CHARACTERISTICS OF THE CLASS:

Under general direction, prepares, negotiates, and executes all Model Cities contracts; establishes administrative procedures to comply with appropriate state and local laws affecting Model Cities contracts; develops and maintains a master file of contracts and subcontracts, City Attorney opinions and pertinent legislation affecting the program, and performs related duties as required.

Requires responsibility for: Interpreting, explaining and carrying out contractual and fiscal policies and procedures; drafting, developing and implementing contract forms and contents; making regular contacts with other departmental personnel and representatives of public agencies and private organizations; checking, preparing and reviewing detailed and complex contracts and financial reports.

EXAMPLES OF DUTIES:

1. Represents the Model Cities program in all contract negotiations; coordinates the preparation and execution of contractual policies and procedures of both the City Demonstration Agency and the third and fourth party signees.

2. Provides guidance and legal assistance to Model Neighborhood organizations working with the City Demonstration Agency in developing, implementing and monitoring model neighborhood projects.

3. Prepares monthly reports on the progress of each individual contract, insuring that the contracts are being carried out as originally agreed; makes on-site visits to the operating agencies for performance and fiscal review.

4. Directs all contractual correspondence involving the City Demonstration Agency related parties; controls all changes affecting contract coordination, services and schedules.

5. Confers with the City Attorney's office in developing the form and content of all contracts, insuring that each contract is in conformance with all city and state laws.

6. Attends community meetings to explain contractual agreements involving the City Demonstration Agency and the Model Cities program when called upon; represents the City Demonstration Agency in negotiating all contracts.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of a four year college or university with a baccalaureate degree with major work in the area of law, business, administration, economics, accounting, or a closely related field.

Requires three years of progressively responsible experience in dealing with contract writing, negotiations, execution, and monitoring; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: contract development, negotiation, execution and monitoring; federal, state and local laws, statutes, and codes as they apply to the program; the principles, practices, and scopes of Model Cities

Requires the ability to write, execute and monitor all contracts; analyze and review all consultant contract proposals with all projects and programs; speak effectively and deal tactfully with all public and private agencies, departments, businesses.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: FISCAL OFFICER, CITY DEMONSTRATION AGENCY

CODE: 9482

CHARACTERISTICS OF THE CLASS:

Under general direction, supervises the fiscal and accounting functions of the City Demonstration Agency and the operating Model Cities agencies; supervises employees engaged in maintaining accounting records; personally performs complex and difficult accounting work; and performs related duties as required.

Requires responsibility for: Interpreting and explaining city-county and federal accounting and fiscal policies and procedures; developing and installing an accounting manual, controls and procedures to guide the activities of the operating agencies; supervising fiscally related administrative functions of the City Demonstration Agency; checking, preparing and reviewing detailed and complex financial and accounting reports and records.

EXAMPLES OF DUTIES:

1. Directs the fiscal and accounting work of the City Demonstration Agency, including budget preparation, purchasing activities, payroll preparation, inventory control and cost allocation; maintains varied accounting records.
2. Reviews and supervises the preparation of fiscal and accounting reports, documents and transactions for conformance with established procedures and controls; supervises the maintenance of general ledgers and journals and related financial statements and reports.
3. Supervises accounting records regarding receipts, encumbrances and disbursements affecting various funds and accounts for control purposes.
4. Analyzes operating agencies' financial reports; compares expenditures to those planned in the budget; develops and reviews operating agencies accounting internal control and reporting system; gives technical assistance as required and monitors all external accounting and reporting systems.
5. Prepares consolidated monthly and quarterly financial reports for submission to the U.S. Department of Housing and Urban Development and other federal agencies as required.
6. Assists in the coordination of the operating agencies financial reports with the Management Information Specialist and the Contract Officer.
7. Assists in the preparation of the operating agencies' budgets; gives technical advice on city-county and federal budgetary requirements and procedures.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of a four year college or university with a baccalaureate degree with major course work in business administration or accounting.

Requires three years of responsible accounting and fiscal experience, including at least one year of experience in dealing with the coordination of city and county fiscal operations with federal government policies and procedures; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: modern fiscal and accounting principals and practices, particularly as they relate to both municipal and federal procedures; modern office techniques and methods of office management; city-county ordinances, rules, regulations and procedures governing fiscal and accounting functions.

CLASS TITLE: FISCAL OFFICER, CITY DEMONSTRATION AGENCY

CODE: 9482

Requires considerable ability to analyze complex accounting and financial data and draw conclusions therefrom; independently carry out complex fiscal and accounting work; develop, install and maintain accounting control systems and procedures.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DIRECTOR OF ADMINISTRATION, CITY DEMONSTRATION AGENCY

CODE: 9484

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, supervises, coordinates and maintains the fiscal, auditing, contractual, personnel and public relations divisions of the City Demonstration Agency; directs the internal and external accounting functions of the City Demonstration Agency; attends all budgetary meetings to monitor programs and projects with regard to their budget limitations; prepares technical papers and reports for submission to public and private agencies; and performs related duties as required.

Requires responsibility for: Directing and administering the fiscal and personnel administrative functions of the City Demonstration Agency; developing, coordinating and explaining the City Demonstration Agency accounting and fiscal policies and procedures to operating agencies and government agencies, including the Federal Department of Housing and Urban Development, the City Controller's office, the Mayor's office and the Board of Supervisors; preparing and reviewing important financial operating records, reports and statements.

EXAMPLES OF DUTIES:

1. Directs, coordinates and reviews the preparation of fiscal and accounting procedures; reviews and approves all financial statements and reports; supervises the preparation of monthly and quarterly financial reports for submission to the Federal Department of Housing and Urban Development and other federal agencies as required.

2. Lends technical assistance and advice to staff in developing, negotiating, and executing all Agency contracts; maintains contacts with consultants for contract monitoring and performance.

3. Develops Agency administrative budget and assists Operating Agencies in preparing their budgets; studies federal, state and local legislation affecting Model Cities.

4. Develops an administrative operating manual; represents the Agency to explain budgetary, auditing, and contractual agreements before public or private agencies.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of four years of college or university with a baccalaureate degree, preferably with major course work in business administration, economics, accounting or a closely related field.

Requires five years of progressively responsible experience in work related to the duties and responsibilities described above, including some supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: Contract development and negotiation, accounting and fiscal procedures, auditing procedures, budgetary methods and techniques; the principles, practices and scopes of Model Cities; federal, state, and local laws, statutes, and codes as they apply to the program.

Requires considerable ability to analyze complex accounting and financial data and draw logical and sound conclusions therefrom; develop, install and maintain accounting systems and procedures; deal effectively with governmental personnel and community residents.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DEPUTY DIRECTOR, MODEL NEIGHBORHOOD AREA

CODE: 9486

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, directs the implementation of projects in the Model Neighborhood Area; supervises, coordinates, and directs the work of Program Area coordinators and specialists; advises the Directors on City Demonstration Agency actions to be taken pertaining to Agency projects; and performs related duties as required.

Requires responsibility for: Directing and coordinating the implementation and monitoring of the Action Year projects; directing subordinate staff to insure the effective operation of the various projects; advising the Director of the City Demonstration Agency on the progress and problems of the various projects and making recommendations on remedial actions; maintaining close and continuous contact with the Citizen Participation structure and staff to assure a continuous coordination of efforts with the City Demonstration Agency structure.

EXAMPLES OF DUTIES:

1. Directs and coordinates subordinate staff engaged in implementation and monitoring activities; supervises the development and implementation of projects in the model neighborhood; assigns project manpower and schedules work to provide for the efficient accomplishment of project objectives.
2. Assists the Director, City Demonstration Agency, in cooperative efforts with other affected City departments, related regional, state and federal agencies, and private groups and institutions in the study, planning, and development of Model Cities programs; requests services from other City departments to accomplish project objectives.
3. Participates in negotiations concerning program financing; prepares and administers necessary records and reports; makes special audits or projects as required.
4. Initiates, develops, recommends and coordinates sub-contracts to facilitate project operation.
5. Appears before a variety of groups and organizations to present, discuss and provide information on agency activities; attends meetings of public and private agencies whose work relates to the planning and development of Model Neighborhood programs and projects; represents the City Demonstration Agency before the Citizen Participation Structure.
6. Maintains continuous contact with the staff director and the Board of the Citizen Participation unit; coordinates the activities of the Implementation and Monitoring staff with the Citizen Participation staff.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in public administration, city planning, sociology, urban renewal, or a closely related field.

Requires four years experience in areas related to the duties of that position, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: Federal and State urban renewal legislation; City master plans and procedures; conventional and government-aided financing; social legislation, policies and programs.

Requires ability to plan, organize, direct and review work of subordinate employees; analyze and make recommendations on studies and surveys; speak and write effectively; deal tactfully and effectively with the press, general public, government officials, and professional and technical persons and employees; coordinate the activities of the agency with those of other City departments and governmental

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT DIRECTOR, CITY DEMONSTRATION AGENCY

CODE: 9488

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, assists the Director, City Demonstration Agency in coordinating the Model Cities program; coordinates divisional, departmental and area activities among the various program components; plans and develops model neighborhood projects to assure their support and effectual linkages; and performs related duties as required.

Requires responsibility for: Assisting the Director in administering and coordinating Model Cities program activities; making regular important personal contacts in working with representatives of local, state and federal agencies; preparing and reviewing reports and records of agency activities.

EXAMPLES OF DUTIES:

1. Coordinates the activities of the divisional director; provides advice in developing and implementing the various program components; maintains close contact with immediately subordinate staff.
2. Acts in an important liaison capacity with federal, state and city agencies, private organizations and community groups in the development, planning, and implementation of the Model Cities program.
3. Coordinates City Demonstration Agency administrative procedures, including internal reporting, inter-divisional communication, and staff meetings; develops plans and projects concerning Agency internal operations; directs the preparation of reports and correspondence, including all necessary written reports to federal, state and city agencies as required.
4. Directs the continuous review of goals and objectives for programs and projects; reviews the work of City Demonstration Agency divisions to ensure compliance with agency goals, divisional responsibilities and administrative directives; participates in Model Cities meetings and negotiations with other public and private agencies; recommends planning and implementation program changes.
5. Advises the Director on administrative decisions concerning project progress based on evaluation, monitoring and information system input; supervises the coordination of project operation as carried out by operating agencies.
6. Insures that City Demonstration Agency staff adequately address the administrative program needs in the respective neighborhoods.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, preferably with major course work in public administration, city planning, political science, sociology or a closely related field.

Requires four years of progressively responsible experience in an administrative capacity, including two years supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires extensive knowledge of: federal and local urban renewal legislation and procedures; the processes of city government; social and physical programming; the Model Cities process.

Requires ability to plan, organize, direct, and review the work of subordinate employees; analyze, direct, and inspire staff coordination; prepare, review and present clear and concise reports; speak effectively.

NEW CLASS

ADOPTED: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DIRECTOR, CITY DEMONSTRATION AGENCY

CODE: 9490

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, coordinates the administration and implementation of a federally assisted Model Cities program; reviews all program projects and activities for compliance with federal-city contracts governing Model Cities funds; serves as liaison on the Mayor's staff in establishing and maintaining close contact with Model Neighborhood area residents, community and business organizations, the Board of Supervisors, state, federal and city agencies and departments; makes public appearances to explain and discuss program activities; and performs related duties as required.

Requires responsibility for; Serving as the executive director in developing and coordinating Model Cities program activities for the City; making regular high level personal contacts in dealing with representatives of local, state, and federal agencies; analyzing and evaluating reports, publications, documents, surveys, and legislation relative to the Model Cities program; preparing reports on program progress and development.

EXAMPLES OF DUTIES:

1. Plans, directs and administers the City participation in a federally assisted Model Cities program; coordinates the fulfillment of the terms of the federal grant approved by the Department of Housing and Urban Development; assists in the development of broad goals and policies.
2. Supervises budgetary preparation; reviews and monitors the expenditures of Model Cities funds to insure compliance with contract provisions and established federal guidelines; submits reports as required by the contractual agreement.
3. Establishes and maintains close liaison with neighborhood organizations and residents, public and private agencies and companies working with the program; develops and promotes effective working relations between the City and community groups, organizations, and residents.
4. Makes public appearances before governmental bodies and agencies, neighborhood groups and interested organizations to explain and discuss program activities.
5. Directs the preparation of overall program goals; takes independent initiative in developing instructional guidelines and procedural memoranda to maintain efficient and effective progress of the City participation in the Model Cities program.
6. Analyzes, reviews and evaluates the initial program to determine the feasibility of applying this concept on a City-wide basis; in this connection, prepares detailed and complex analytical reports for review by the Mayor, the Board of Supervisors, the Federal government and the Model Neighborhood communities.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either completion of four years of college or university with a baccalaureate degree, preferably with major course work in city planning, architecture, political science, public administration, sociology or a closely related field.

Requires five years of progressively responsible experience in dealing with community renewal or development projects, including responsible program development and coordination; or an equivalent combination of training and experience.

CLASS TITLE: DIRECTOR, CITY DEMONSTRATION AGENCY
CODE: 9490

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: overall physical, social and economical conditions in the City; goals of urban renewal and housing programs; the Master Plan of San Francisco; governmental agencies in the City and the interrelationship of their respective authority and responsibility.

Requires considerable ability to plan, organize, direct and review the work of subordinate employees; provide advice to the Mayor concerning Model Cities program implementation; analyze, review and make recommendation of the progress of the program; establish and maintain cooperative relations with the general public, other neighborhood agencies, governmental agencies and interested community neighborhood groups; prepare, review, and present clear and concise reports; speak effectively.

New Class

Adopted: August 23, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: MANPOWER PLANNER I

JAN 18 1972

CODE: 9701

CHARACTERISTICS OF THE CLASS:

PUBLIC LIBRARY

Under direction, develops and analyzes data concerning the need for manpower programs in the community; assists in the identification and evaluation of on-going manpower programs; assists in development of manpower proposals and recommendations; drafts and develops components of a manpower program; prepares simple technical data and assists in development of complex technical data; completes reports and records; and performs related duties as required.

Requires responsibility for: Planning, collecting, analyzing, and reporting on manpower, manpower training, and employment security programs and information; assisting in preparation of technical records and reports; maintaining continuing personal contacts with representatives of government, civic, business, labor, and manpower organizations and the general public; when directed, represents the Manpower Planning and Research Unit at meetings to explain and interpret manpower policies and programs.

EXAMPLES OF DUTIES:

1. May visit manpower programs sites, administrators of Board members, in company with senior staff members or alone, to learn about manpower programs, gather data, or prepare for development of manpower proposals.
2. Assists other members of the Unit in developing recommendations for the Mayor and citizen advisory groups concerning manpower matters.
3. As directed, may interpret manpower program requirements and guidelines and give information to community, staff, and manpower agency members.
4. Tabulates data concerning manpower needs or manpower programs, preparing summaries of data.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in economics, business administration, personnel or public administration, manpower, or a closely related field.

Experience in some phase of manpower programs may be substituted on a year-for-year basis for two years of the required formal education.

Knowledge, Abilities and Skills: Requires some knowledge of economic, employment, or labor practices; activities of federal or state manpower, equal opportunity, employment security, or anti-poverty programs; elementary statistical methods, use of simple statistical data, and simple compilation of data.

Requires ability to compile and analyze data as a basis for making sound evaluations; work under supervision; communicate effectively in speech and in writing; deal tactfully and effectively with other employees and the public.

ADOPTED: 12/6/71

DEC 02 1997

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**SAN FRANCISCO
PUBLIC LIBRARY**CLASS TITLE: Employment & Training Specialist I
Employment & Training Specialist II****9702/9703****DEFINITION:**

Under supervision, provides services for clients which may include case management, the determination of initial and continuing eligibility for public assistance and the development and implementation of individual training and employment plans. May perform entry level work in the areas of program monitoring and operations, evaluation and planning, contract preparation and administration, and special employment related projects.

DISTINGUISHING FEATURES:

9702 Employment & Training Specialist I This is the entry level class in the Employment & Training series. Employees in this class receive direct supervision and training with an emphasis on managing caseloads and developing employment plans, and learning rules, regulations, and general job search methods and techniques. Job assignments may be to one or more of the various areas of technical work. The 9702 Employment & Training Specialist I is typically used as a training classification; new employees may have only limited or no directly related work experience.

This class is distinguished from the 2903/05 Eligibility Worker Series and the 2910/12 Social Worker series by the breadth and variety of assigned duties. This class is distinguished from the Employment & Training Specialist II in that tasks and duties are performed under closer supervision.

9703 Employment & Training Specialist II This class is the journey level in the Employment & Training Specialist series. Employees within this class are distinguished from the 9702 Employment & Training Specialist I by knowledge of the operating procedures and policies of the work unit and the performance of the full range of duties as assigned. Employees at this level work under general supervision, and exercise independent judgment, receiving only occasional instruction or assistance as new or unusual situations arise. Supervisory instruction is limited to required tasks, approach and timelines. Work is reviewed upon completion and for overall results. Positions in this class are flexibly staffed and are normally filled by advancement from the class 9702 level, or when filled from outside the City and County service, require prior related work experience.

This class is distinguished from the 2903/05 Eligibility Worker Series and the 2910/12 Social Worker series by the greater breadth and variety of assigned duties. This class is distinguished from the 9704 Employment & Training Specialist III class in that the latter performs higher level technical assignments.

SUPERVISION EXERCISED: None

**CLASS TITLE: Employment & Training Specialist I
Employment & Training Specialist II**

9702/9703

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 9, the duties specified below are representative of the duties assigned to these classes and are not intended to be an inclusive list.

When Assigned to the Department of Human Services:

1. Manage a caseload and perform case management services which include developing and implementing training and service plans and monitoring applicant or client progress and, as required, apply sanctions for lack of compliance with program requirements.
2. Interview clients regarding economic, family, physical and emotional situations, assess need for services and refer clients to appropriate resources.
3. Assist clients in completion of application, forms and reports; review and evaluate applications for completeness and accuracy; prepare client budget to determine eligibility.
4. Apply legal criteria to determine eligibility; provide recommendations regarding financial eligibility; authorize financial assistance and services according to legal criteria and established policies and procedures; review and determine recertification.
5. Explain eligibility, qualification standards, policy and procedure to clients and the public. Conduct orientation sessions to explain the policies and procedures of the program to new clients.
6. Evaluate clients' educational and work history; identify training and vocational goals; design an appropriate employment plan.
7. Assist clients in resolving barriers to employment such as transportation and childcare. Refer clients to other agencies according to established policies; coordinate service with public and private agencies and community resources.
8. Conduct home visits as needed to encourage compliance and prevent sanctions.
9. Provide advice, information, referrals, resource materials and other assistance to help clients obtain and retain jobs.
10. Prepare a workplan or contract between the client and the County.
11. Serve as client advocate; provide emergency, crisis, or general intervention for client; investigate and resolve client problems.
12. Prepare case narratives, reports, correspondence and other documentation. Compile technical data
13. Perform related duties and responsibilities as assigned.

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9702/9703

**CLASS TITLE: Employment & Training Specialist I
Employment & Training Specialist II****When Assigned to Community College:**

1. Develop plans for marketing educational services to the private and public sectors.
2. Monitor training contract implementation plans and ensure budget compliance; recommend appropriate corrective action when contract benchmarks are not met.
3. Meet with clients to conduct post-training evaluation.
4. Prepare reports relating to current labor market.
5. Assist in areas of strategic planning, and program evaluation; prepare related reports.
6. Work with academic and vocational department administrators, students and the general public to disseminate program and college information.
7. Perform related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:**Knowledge of:**

Interviewing and investigative skills and techniques; office procedures, methods; computer literacy; basic operations, services and activities of social services programs; pertinent Federal, State and local laws, codes and regulations as related to assigned program responsibility; principles and procedures of record keeping and reporting; analytical and problem solving methodology; local employment and training resources; principles and practices in the analysis of physical, psychological and social factors contributing to maladjustment; socioeconomic conditions and trends.

Ability to:

Understand and apply departmental programs, policies, procedures, and terminology; learn and apply the principles and procedures of record keeping; understand, interpret and apply pertinent Federal, State and local, regulations, laws, policies and rules governing eligibility for public assistance, job training and employment programs; collect and evaluate information to determine eligibility for services; maintain client records and meet program and case plan goals; operate computer equipment and systems and standard office machines; interview clients to obtain pertinent information necessary to develop case plans; communicate effectively orally and in writing to persons of various social, economic, cultural and educational backgrounds individually or in group settings; assess client employability / readiness and identify barriers to employment; motivate clients towards job readiness; learn and teach general job search methods and techniques.

When Assigned to Community College District: Requires knowledge of economic, employment and labor practices, and vocational programs; basic accounting techniques and procedures, grant compliance, budget development, program evaluation, and the ability to work effectively with district staff, program funders and a diverse student population; use wordprocessing, accounting and database software.

**CLASS TITLE: Employment & Training Specialist I
Employment & Training Specialist II**

9702/9703

EXPERIENCE AND TRAINING GUIDELINES:

Any equivalent combination of training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

1. Training:

Completion of a four year college or university with a baccalaureate degree preferably in Behavioral Science or a closely related field.

2. Experience:

9702 Employment and Training Specialist I:

Two years public contact experience including interviewing to obtain information.

9703 Employment & Training Specialist II:

In addition to the experience required for the 9702 Employment & Training Specialist I:

One year experience in the social services and/or employment and training field as an eligibility worker, social worker, or employment counselor.

License or Certificate:

Some positions require possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements:

Essential duties involve the following physical skills and work environment:

Ability to work in a confining workspace; most positions involve physical activities of sitting, standing, and lifting 5-10lbs, and require sufficient mobility to conduct home visits. May require the ability to work under conditions of extreme noise. May require hand/eye coordination and manual dexterity for data entry. May involve extensive VDT exposure.

Reason for Amendment:

Class 9702 has been amended to integrate the function of providing client information and eligibility determination for public assistance with the development of employment and training in accordance with requirements of State and Federal welfare reform legislation (TANF and Calworks). The specification is updated to reflect its current use, and to delete reference to the Mayors Office of Manpower. Class 9703 is added as a journey level in the Employment & Training Series and to accommodate a career ladder progression with the mandated integrated focus.

9702 Employment & Training Specialist I
ADOPTED: 3-16-81

AMENDED 11/7/97

9703 Employment & Training Specialist II
ADOPTED: 11/7/97

9704 Employment & Training Specialist II
ADOPTED: 3/16/81

AMENDED AND RENUMBERED 11/7/97

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

CLASS TITLE: Employment & Training Specialist III

9704

DEFINITION: Under direction, performs important and responsible professional and technical work in specialized areas of Employment & Training such as job development, training, vocational assessment, program monitoring and program evaluation; and performs related duties as required.

DISTINGUISHING FEATURES:

The 9704 Employment & Training Specialist III performs specialized functions in a technical area of expertise and serves as a resource to both staff and clients in Employment & Training programs. This level is distinguished from the Employment & Training Specialist II in the greater complexity of work; employees at this level possess a significant level of specialized, technical or functional expertise beyond that expected at the journey level. Positions at this level require specialized knowledge, abilities, skills and experience, and involve the exercise of independent judgment in the performance of duties. Work is judged primarily on overall results with considerable latitude in determining assignment requirements and work methods. The 9704 classification is distinguished from the higher level positions in the Employment & Training Series in that the latter are assigned greater supervisory and managerial responsibility and authority.

SUPERVISION EXERCISED:

Some positions may be required to supervise subordinate clerical or technical staff; however, supervisory responsibilities are ancillary to the main focus of the position.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 9, the duties specified below are representative of the duties assigned to these classes and are not intended to be an inclusive list.

Job Development Specialty

1. Analyze local labor market needs and research available employment and training opportunities.
2. Contact and develop unsubsidized jobs and opportunities for pre-employment worksites in the public/private sectors.
3. Develop and maintain effective working relationships with employment service providers and inter/intra-agency staff.
4. Assist job-ready clients with job search and placement. Locate suitable training sites for placement of participants requiring additional training and experience.
5. Compile data and statistical information and reports as needed.
6. Work closely with the Employment Development Department and other private, public, and community agencies in providing job leads to participants.

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Training Specialty

1. Design and present employment training classes to participants, departmental staff, and other agencies.
2. Write and edit training manuals, including forms and procedural memos as required; maintain curriculum and training materials; provide training materials to staff and other agencies.
3. Instruct participants on skill development in the area of life skills, reading, language development and math.
4. Supervise, advise and provide guidance to participants during Job Club/Job Search; establish and maintain participant files.
5. Assist participants in preparing forms, letters, and necessary paperwork for employment.
6. Help write, edit and compose resumes and input on computer utilizing wordprocessing and other software.
7. Evaluate training needs for new and current participants; develop new training materials for programs to meet the needs of participants.
8. Analyze and interpret new laws, policies and regulations as related to the program and make recommendations to incorporate in the employment/training program.

Assessment Specialty

1. Administer standardized vocational tests to program participants.
2. Evaluate, score, and interpret the results of assessment tests administered.
3. Prepare complete reports on results of interviews and tests, including recommendations of employment possibilities and training requirements.
4. Consult with participant and employment specialists in the development of employment plans.
5. Coordinate test administration with outside vendors, service providers and various public and private agencies.
6. Prepare statistical reports for management and staff regarding assessment unit activities.
7. Provide staff training in assessment specialty.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:**Knowledge of:**

Services and activities of the assigned program; principles and practices of training; principles and practices of assessment testing and counseling; socioeconomic, employment, and labor trends and practices; services provided by related agencies; pertinent federal state, local and departmental laws, policies and procedures; and computer applications related to the functional specialty.

Ability to:

Communicate effectively orally and in writing to individuals and groups; establish and maintain cooperative working relationships with participants, other employees, vendors, and representatives of public, private and community based agencies; develop rapport with participants and provide a high level of customer service; work independently with minimal supervision; assess program training needs and develop and conduct appropriate training.

EXPERIENCE AND TRAINING GUIDELINES:

Any equivalent combination of training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

1. Training:**Job Developer:**

Completion of a four year college or university with a baccalaureate degree preferably in Behavioral Science or a closely related field.

Trainer:

Completion of a four year college or university with a baccalaureate degree preferably in Behavioral Science or a closely related field.

Assessor:

Completion of a four year college or university with a baccalaureate degree preferably in personnel, public, or business administration, vocational counseling or a closely related field; 15 college semester units in career planning, vocational guidance, personality development, occupational testing and measurement or counseling preparation; Master's degree desirable.

2. Experience, all specialties:

Two years journey level experience in a directly related capacity demonstrating possession of the knowledge, abilities and skills needed to perform a specialized role in job development, training or assessment.

CLASS TITLE: Employment & Training Specialist III

9704

License or Certificate:

Some positions require possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements:

Essential duties involve the following physical skills and work environment:

Positions involve physical activities of sitting, standing, and walking, and require the ability to work in a confining workspace and under conditions of extreme noise. May require hand/eye coordination and manual dexterity for computer use. May involve extensive VDT exposure.

Reason for Amendment:

Class 9704 has been retitled, revised and updated to reflect the technical specialties of employees at this level in the Employment & Training Series in current programs. The Employment & Training Series revision reflects an extended career ladder, incorporating two new levels to facilitate implementation of State and Federal welfare reform legislation.

9704 Employment & Training Specialist II

ADOPTED: 3-16-81

AMENDED AND RE-TITLED: 11/7/97

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

CLASS TITLE: Employment & Training Specialist IV

9705

DEFINITION: Under direction, supervises, assigns work and participates in the work of a unit responsible for performing case management activities involving the development and implementation of employment plans and the determination of eligibility for public assistance programs; performs a variety of technical tasks relative to the area of assigned responsibility, and performs related duties as required..

DISTINGUISHING FEATURES:

This is the first line supervisory class in the Employment and Training series. Positions in this classification function as working supervisors, overseeing a unit of Employment & Training Specialists providing services to the public according to well-defined regulations and procedures pertaining to public assistance or related programs. Positions in this class have regular contacts with clients, their relatives, and representatives of outside agencies and the public. The Employment and Training Specialist IV is distinguished from the Employment & Training Specialist III by responsibility for the supervision and work product of a unit engaged in case management and employment plan development. This class is distinguished from the Employment & Training Specialist V in that the latter positions typically involve additional autonomy, program responsibility or a specialized assignment.

SUPERVISION EXERCISED:

Supervises lower level positions in the Employment and Training Specialist Series.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

1. Plan, prioritize, assign, supervise, and review the work of a unit involved in providing employment, social services and financial support to clients; provide assistance and guidance to staff, who provide varied case management services, including developing and implementing training and service plans for clients.
2. Advise, assist and refer clients who need social services and assistance to enter the labor market; make referrals as necessary.
3. Participate in the selection of unit staff; provide / coordinate staff training; work with employees to correct deficiencies, and implement disciplinary procedures.
4. Conduct group and individual conferences with staff to provide direction; interpret and explain rules, regulations and policies to staff and to clients.
5. Review the quantity and quality of work performed by staff; verify eligibility and financial assistance eligibility according to established policies and procedures.
6. Set goals and time tables for meeting performance standards and objectives; prepare employees performance appraisals, counsel employees, provide support and assist in correcting substandard performance.

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7. Collaborate with other supervisors and managers in coordinating the activities of staff.
8. Interview complainants and make cause determinations regarding case management issues and eligibility for assistance, assist workers with difficult situations and identify solutions.
9. Assist in the development and implementation of policies and procedures; prepare memos, reports and correspondence.
10. Provide assistance with budgets, grants, and contract procurement processes.
11. Participate in community meetings, professional groups, studies and research projects; develop and implement effective relations with the community to develop awareness of available programs.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:**Knowledge of:**

Employment and training programs and practices; client appeal process in public assistance programs; vocational planning and career guidance practices and principles; dynamics of family relationships and counseling practices; dynamics of child care, abuse and neglect; labor market and employment resources; principles and practices of supervision, evaluation and training; interviewing techniques; caseload management methods and practices; categories of public assistance, community resources, and social services available; public funding and budget monitoring.

Ability to:

Understand and apply federal, state, and local rules, regulations, and policies governing eligibility for public assistance and job training and employment programs; communicate clearly to explain technical information to persons of various social, cultural, and economic backgrounds; read, interpret and explain rules, regulations, policies, and procedures about public assistance and employment programs; represent the department and testify at hearings; apply adult and child abuse dynamics to case situations, use automated systems to track information and develop data and reports; supervise, motivate, evaluate and train staff; develop, interpret and implement policies and procedures; collect and evaluate information, draw valid conclusions, and make appropriate recommendations; write clear, concise and grammatically correct case narratives, reports, policies, and correspondence; organize work effectively; maintain productivity; establish rapport and maintain effective working relationships with others; keep systematic and accurate records; maintain confidentiality; prepare, organize, and make oral presentations to groups and staff; follow verbal and written instructions, retain and recall regulations and client data

EXPERIENCE AND TRAINING GUIDELINES:

Any equivalent combination of training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

1. Training:

Completion of a four year college or university with a baccalaureate degree preferably in Behavioral Science or a closely related field.

2. Experience:

Four years directly related experience that demonstrates a wide range of knowledge and ability in the eligibility, social work or employment and training field.

License or Certificate:

Some positions require possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements:

Essential duties involve the following physical skills and work environment:

Positions involve physical activities of sitting, standing, and walking. May require hand/eye coordination and manual dexterity for computer use. May involve extensive VDT exposure.

Reason for Adoption of New Class:

Class 9705 has been established as the first level supervisor in the Employment & Training Specialist series. The Employment & Training Series revision reflects an extended career ladder, incorporating two new levels to facilitate implementation of State and Federal welfare reform legislation.

ADOPTED: 11/7/97



**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

JOB CODE TITLE: EMPLOYMENT & TRAINING SPECIALIST V

**JOB CODE: 9706
Business Unit: COMMN**

Definition: Under direction, performs difficult and responsible professional and technical vocational work in the areas of monitoring, evaluation, planning, program operation or a special project; may perform technical work in various phases of vocational training and job development and thereby serve in an important resource capacity; directs and supervises subordinate employees engaged in various aspects of vocational programming, and performs related duties as required.

Distinguishing Features: Major assignments at this level may include serving as supervising program monitor, supervising employment planner, program planner, youth specialist, head of a special vocational project or resource individual for special problems or specialized vocational work.

Supervision Exercised: Supervises subordinate professional and clerical staff.

Examples of Important and Essential Duties: According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this job code (class) and are not intended to be an inclusive list.

1. As supervising program monitor, supervises a team of program monitors with the purpose of maintaining a continuous review of program components' performance; compares quantitative and qualitative performance data with standards contained in statements of work for inclusion in program components; trains program monitors in use of their techniques to lead program components to successful performance of their duties; develops realistic statements of work for inclusion in program components' performance, contracts and work commitments.
2. As program planner, meets with spokespersons for community groups, prospective contractors or agency representatives to solicit and develop ideas for vocational programs; prepares program proposals with estimated cost statements for presentation; works closely with program monitors to resolve problems which might develop in the implementation and operation of vocational programs.
3. As supervising employment planner, supervises a team of employment planners in providing training, vocational counseling and related services to program participants; develops and designs workshops, course outlines and mock examinations; trains employment planners in the conduct of workshops and provision of counseling services; develops informational materials, program proposals and work schedules for the provision of training services.
4. As youth specialist, coordinates the research, planning and development of youth vocational services; monitors youth programs to insure equal treatment to the representatives of various racial and ethnic groups; provides vocational counseling and related services to program participants; evaluates the performance of vocational programs delivering services to youth; gives technical assistance and guidance to staff assigned to the Mayor's Youth Program.
5. May meet and confer with representatives of government, civil, business, labor, and community organizations for purposes of planning, developing, monitoring or evaluating vocational programs and proposals.

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JOB CODE TITLE: EMPLOYMENT & TRAINING SPECIALIST V

JOB CODE: 9706

Business Unit: COMMN

6. May be assigned to a lead a special project involving the planning, research, development or implementation of a technical phase of vocational programming; prepares various memoranda, correspondence, records and reports with recommendations when appropriate; may be assigned to the preparation of various grant applications; may organize and conduct staff training as required.
7. Performs related duties and responsibilities as assigned.

Job Related and Essential Qualifications:

Knowledge of: economic, employment or labor practices; activities of federal, state and local job market and vocational programs, equal opportunity, employment security and anti-poverty programs; statistical techniques and procedures.

Ability to: plan, evaluate and promote vocational development programs; develop constructive working relations with community groups; write clear and concise technical and narrative reports; counsel and interview effectively; deal courteously, tactfully and effectively with government officials, community groups, employees and the general public; train and supervise the work of subordinates.

Experience and Training Guidelines:

Training: Possession of a baccalaureate degree from an accredited college or university, with major coursework in economics, business administration, personnel or public administration, vocational counseling, or a closely related field.

Experience: Three years of experience in some phase of vocational development, economic development, employment-related programs, vocational assessment, employment counseling and job placement or a closely related field.

Substitution: Qualifying experience may be substituted for the education requirement on a year-for-year basis. Thirty (30) semester units/forty-five (45) quarter units equal one (1) year.

Note: Positions at the Juvenile Probation Department require at least three years of the above described experience working with high-risk youth.

Effective Date: 3/16/81

Amended and Retitled: 11/7/97

Reviewed/Amended: 11/19/99

Reason for Amendment: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code (class).

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

CLASS TITLE: Employment & Training Specialist VI

9708

DEFINITION: Under general direction, performs difficult and complex professional and technical manpower work in the areas of monitoring, evaluation, planning, program operation or special projects; may perform specialized technical work in various phases of manpower and thereby serve in an important resource capacity; directs and supervises a division of subordinate employees engaged in various aspects of manpower programs; prepares and maintains technical records and reports; and performs related duties as required.

DISTINGUISHING FEATURES: Major assignments at this level include serving as Chief Program Monitor, Chief of Employment Planning, Program Planner, head of a special manpower program or a Resource Individual for important technical problems or complex and specialized manpower work.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

1. As Chief Program Monitor, directs a staff of program monitors with the purpose of maintaining a continuous review of program components' performance; compares quantitative and qualitative performance data with standards contained in statements of work; trains program monitors, in use of techniques to lead program components, to successful performance of their duties; develops realistic statements of work for inclusion in program components' performance contracts and work commitments.
2. As Chief of Employment Planning, directs a staff of employment planners in the provision of training, vocational counseling and related services to program participants; supervises the design and development of training services and informational materials; supervises the training of employment planners in the conduct of workshops and provision of counseling services; plans and coordinates program activities with staff members of the Office of Manpower and other departmental and agency representatives.
3. As Program Planner, meets with spokesmen for community groups on a highly responsible level, prospective manpower contractors or agency representatives to solicit and develop ideas for manpower programs; prepares program proposals with estimated cost statements for presentation to the Manpower Planning Council or other staff members of the Office of Manpower; works closely with chief program monitors to resolve problems which might develop in the implementation and operation of manpower programs.
4. Meets and confers with representatives of government, civil, business, labor and manpower organizations for purposes of planning, developing, monitoring or evaluating manpower programs and proposals.
5. May be assigned to a specific administrative function involving the planning, research, development or implementation of a technical phase of manpower; prepare various memoranda, correspondence, records and reports with recommendations when appropriate.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Requires a thorough knowledge of economic, employment or labor practices; activities of federal, state and local manpower, equal opportunity, employment security and anti-poverty programs; statistical techniques and procedures.

Requires ability to plan, evaluate and promote manpower development programs; develop constructive working relations with community groups; write clear and concise technical and narrative reports; deal courteously, tactfully and effectively with government officials, community groups, employees and the general public; train and supervise the work of subordinates.

EXPERIENCE AND TRAINING GUIDELINES:

Any equivalent combination of training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

1. Training:

Requires completion of a four year college or university, with a Baccalaureate degree with major course work in economics, business administration, personnel, public administration, manpower, or closely related field.

2. Experience:

Requires at least four years of increasingly responsible experience in some phase of manpower, economic development, or employment related programs; or an equivalent combination of training and experience.

Reason for Amendment:

Class 9708 has been re-titled and reformatted only for consistency with concurrent changes in the Employment & Training Series. The title change from Employment & Training Specialist IV to Employment & Training Specialist VI reflects the creation of two new levels in the series: the journey level 9703 Employment & Training Specialist II, and the first line supervisor 9705 Employment & Training Specialist IV.

ADOPTED. 3/16/81

AMENDED AND RETITLED: 11/7/97

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: EMPLOYMENT & TRAINING SPECIALIST V

CODE: 9710

CHARACTERISTICS OF THE CLASS:

Under general direction, in the Mayor's Office of Employment and Training, plans, coordinates and directs administrative programs in the areas of Public Service Employment, Employability and Training Programs, Planning Evaluation and Management Information or assists the Director in the overall administration and coordination of MOET components; supervises and reviews the work of subordinates; prepares technical reports; represents and acts for the Director in the latter's absence; and performs related duties as required.

DISTINGUISHING FEATURES:

This classification differs from other MOET management classifications in that the assignments involve either responsibility for overall administration of a major technical division in MOET operations, including Public Service Employment, Employability and Training Programs, Planning, Evaluation and Management Information Systems or acting as an Assistant Director of Administration responsible for coordinating and managing in-service functions. These are top management level positions responsible for establishing division policy, goals and objectives and directing the activities of division staff to assure their attainment. The incumbents report directly to the Director of MOET.

EXAMPLES OF DUTIES:

1. Oversees implementation and coordination of all programming within a major division to insure full cooperation and maximum service to achieve goals and objectives, such as the development and implementation of contracts, subcontracts, grant and contract modifications.
2. Organizes and directs program planning and evaluation activities; directs the development and operation of data collection and compilation for MOET and its management information system; is responsible for overseeing the experimental development of a computerized data system.
3. Assists in the overall coordination and integration of all major divisions; directs studies to evaluate the effectiveness of manpower programs; plans and implements internal systems and procedures for the overall effectiveness and efficiency of the manpower delivery system.
4. Advises the Director on technical and relevant matters; participates in meetings with senior management staff for joint development of plans and resolution of problems; assists the Director in planning and developing administrative goals, policies and programs.
5. Supervises and reviews the performance of subordinates; assigns work and trains subordinates; conducts regular staff meetings with immediate subordinates to ensure adequate communication and to provide aggressive leadership for the program.
6. Analyzes and evaluates CETA and related legislation; analyzes and prepares technical reports and recommendations to the Employment and Training Council, Mayor's Office, Board of Supervisors, and the U.S. Department of Labor.
7. Confers with city department heads, agency directors, representatives from business, labor, community and other organizations; provides technical assistance and training to MOET staff, subcontractors and other CETA prime

EXAMPLES OF DUTIES: (Cont.)

sponsors; may participate in workshops on technical analysis sessions sponsored by the Department of Labor or other public interest groups.

8. Attends meetings of the Board of Supervisors, Employment and Training Council and its committees.

9. Acts for the Director in his/her absence.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in manpower studies, personnel administration, public administration, economics, or a closely related field.

Requires at least 5 years of progressively responsible professional experience in one or more of the various phases of manpower administration, including at least three years of responsible supervisory experience in the management of a manpower program; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of manpower programs; CETA legislation and regulations; San Francisco's economy, labor market, community resources and organizations, city government, employment and labor practices and conditions; principles and practices of management and personnel administration; program evaluation techniques; grant and contract preparation, negotiation and administration; management information system; data processing procedures and practices; and statistical techniques and procedures.

Requires ability to plan, organize, direct, coordinate and supervise an administrative services program and its staff; formulate policy; develop and design program objectives, procedures and evaluation techniques; understand, interpret and apply provisions of federal, state and local legislation, rules and regulations pertinent to the administration of the organization, advise and consult with division heads to resolve management problems and establish administrative policies and procedures; act as a liaison to advise and/or resolve differences with public or private agencies, the general public and employees; deal effectively and sensitively with a wide variety of individuals and community groups; prepare clear and concise reports identifying issues and presenting recommendations from complex or conflicting data.

ADOPTED: 3-16-81

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: DIRECTOR, MAYOR'S OFFICE OF EMPLOYMENT AND TRAINING CODE: 9714

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, plans, organizes and directs a comprehensive manpower program; meets and confers with city officials, government and local agencies, citizens' groups and community organizations relative to administration of the manpower program; supervises subordinate staff; and performs related duties as required.

DISTINGUISHING FEATURES:

This single position class is responsible for the administration and coordination of all manpower activities and operations under the Comprehensive Employment and Training Act, including program planning and evaluation, development of contracts, supervision and training of subordinate staff and compliance monitoring of all contracts entered into with subcontracting agencies for public service employment, employability and training programs. The Director reports directly to the Mayor of the City and County of San Francisco.

EXAMPLES OF DUTIES:

1. Acts as the executive officer of the Mayor's Office of Employment and Training in selecting, coordinating and directing the staff and its activities; assigns, schedules and reviews the program of work; conducts staff meetings and consults with staff members to plan and coordinate program activities.
2. Supervises all phases of program administration, including budget preparation, proposal review, contract management, monitoring and evaluation of programs; advises and makes recommendations to the Employment and Training Council.
3. Represents the MOET Office before legislative boards, other city departments, officials of local, state and federal governments, and community organizations; confers with groups to assess their employability needs.
4. Serves as secretary to the Employment and Training Council and meets with individual members of the council and its committees; reports to the council on matters of importance to the operations of the office.
5. Explores and negotiates new sources of funds and grants; ensures that the county is in compliance with all contracts, grant requirements and agreements.
6. Prepares important correspondence and reports pertaining to all aspects of the manpower program; reviews and approves reports prepared by the staff.
7. Assigns and directs the training and evaluation of subordinate personnel.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, preferably with major course work in manpower, social services or a related field.

CLASS TITLE: DIRECTOR, MAYOR'S OFFICE OF EMPLOYMENT AND TRAINING CODE: 9714

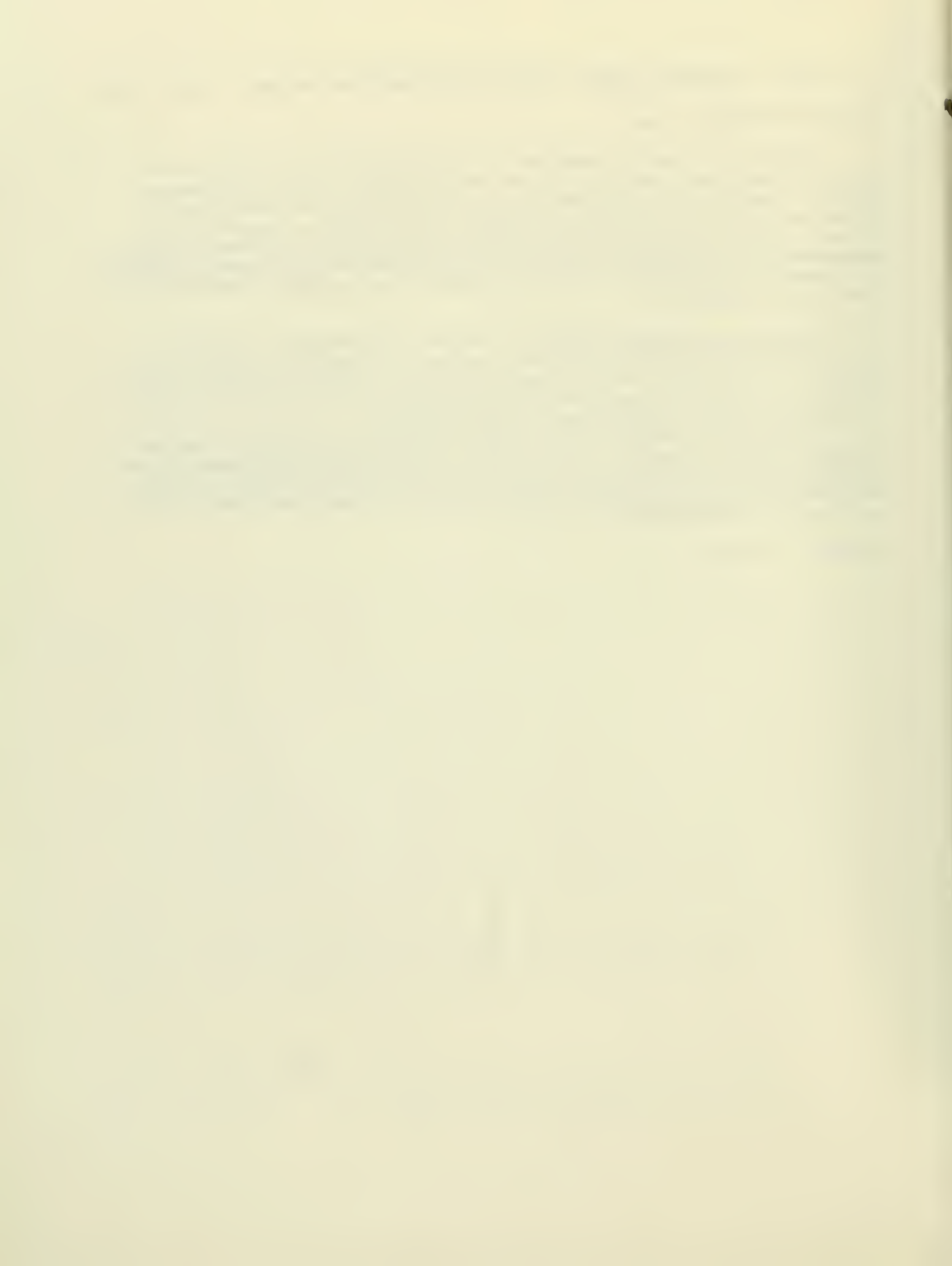
EXAMPLES OF DUTIES: (Cont.)

Requires five years of experience in the administration and evaluation of public employment, training or other major categorical grant programs, at least two years of which must have been at an administrative level which included responsibility for program planning and development, supervision and evaluation of a professional and technical staff and budget preparation and management, including highly responsible work and contact with federal agencies and community or citizen participation groups; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of the goals and objectives of employment and training programs, including program coordination and administration; federal and state manpower and other social service legislation and regulations; the principles and practices of organization and management; contract negotiation techniques.

Requires considerable ability to plan, organize and administer manpower programs; direct the work of a professional and technical staff; establish and maintain effective working relationships with government officials, community representatives and the public; speak effectively in public and prepare clear and concise correspondence and reports.

ADOPTED: 3-16-81



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SPECIALIST IN AGING I

CODE: 9720

CHARACTERISTICS OF THE CLASS:

Under general supervision, assists in the planning, implementation and evaluation of Commission on Aging programs; develops and maintains close contacts with various senior citizen groups, community organization and governmental agencies in directing the efforts of these programs to meet the needs of the elderly population; monitors contracts for compliance with provisions of State and Federal guidelines; collects, analyzes and summarizes data on legislation affecting senior citizens; analyzes the effect of proposed legislation on the elderly and drafts positions papers for adoption by the Commission; and performs related duties as required.

DISTINGUISHING FEATURES:

This is the entry-level professional class in the Commission on Aging. An employee at this level performs under general supervision, assisting higher level staff to plan, implement and/or monitor programs and projects for the elderly. Incumbents may be assigned to one or more of the following areas: contract compliance and program evaluation; community development; program planning and legislative analysis.

EXAMPLES OF DUTIES:

1. Develops and maintains close community contacts in order to observe and analyze conditions affecting the elderly; reports community attitudes and needs to appropriate personnel.
2. Assists in organizing and conducting public hearings for the purpose of setting goals and program objectives.
3. Assists Community Advisory Council representatives in developing the structure of organizations within their districts; plans and conducts meetings for the propose of relating information on Commission on Aging programs and activities; and assists in developing advocacy organizations to insure effective representation of the senior community.
4. Conducts studies and surveys; analyzes data to determine the program impact upon the community; recommends changes to make the program more responsive to needs of the aged.
5. Assists in the development of the annual work program and Area Plan including the drafting of objectives and preparation of documentation required by State and Federal agencies.
6. Maintains contact with legislative staff members and committees involved in legislation affecting the elderly; develops a legislative summary for the Commission on Aging newsletter; advises Commission on Aging staff and commissioners on legislative matters.
7. Assists in monitoring contracts for effectiveness of programs and for compliance with provisions of funding requirements and guidelines; assists in preparation of necessary documentation to assure compliance with contract specifications; assists in the preparation of proposals for funding by Commission on Aging and other organizations.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, with major course work in public administration or a social or behavioral science, including upper division course work in the field of aging; or an equivalent combination of training and experience. Two years of work experience in programs for the aging may be substituted for two years of college.

Knowledge, Abilities and Skills: Requires knowledge of needs, interests and characteristics of the elderly, techniques of statistical and research methods; sources of information and data; legislative processes of Federal, State and local governments.

Requires ability to plan, evaluate and promote community programs; develop constructive working relationships with the elderly; speak effectively; write clear memoranda and reports; deal tactfully and effectively with government officials, professional and technical persons, co-workers, representatives of community organizations and the general public.

PROMOTIVE LINES:

TO: Specialist in Aging II

FROM: Original Entrance Examination

(NEW CLASS)

Adopted: June 7, 1976

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SPECIALIST IN AGING II

CODE: 9722

CHARACTERISTICS OF THE CLASS:

Under direction, coordinates the education, evaluation, or information and referral function of the Commission on Aging. As an education coordinator, identifies training needs and develops educational programs for Commission on Aging staff, service providers, the broad population of senior citizens and professionals in the field of gerontology. As an evaluation coordinator, designs evaluation criteria for the programs, objectives and sub-contracts of the Commission on Aging, works with the Technical Advisory Committee, the Nutritionist and others in the preparation of research, the evaluation of existing programs and the design of program monitoring instruments. As information and referral coordinator, supervises the information and referral staff and the record maintenance and reporting systems of the information and referral program; establishes, maintains and updates information and referral resources files; and performs related duties as required.

DISTINGUISHING FEATURES:

This is the second-level professional class in the Commission on Aging. Workers at this level are responsible for organizing, administering and conducting one of the major functions of the Commission: education, program evaluation, or information and referral system.

EXAMPLES OF DUTIES:

1. Develops, organizes and conducts training and educational programs for the Commission on Aging; develops training programs for agencies providing services to the elderly as well as for Commission on Aging staff and outside gerontologists.
2. Consults with educational institutions to coordinate training requirements with available educational resources.
3. Designs, prepares and implements evaluation instruments to monitor programs of Commission on Aging and its sub-contractors; prepares progress reports on achievement of objectives of Area Plan and annual work program. Advises Commission as to effectiveness of programs, legislative proposals and sub-contracting activities.
4. Trains and supervises the information and referral community representatives; recruits and trains volunteers.
5. Prepares material for the Information and Referral resource directory; coordinates the development and distribution of brochures, posters, bulletins and other materials about the Commission and the Information and Referral program.
6. Assists in the development of Information and Referral program objectives; monitors activities of information and referral staff to insure achievement of goals.
7. Prepares and submits required reports to state and federal agencies; responds to inquiries from other agencies; supplies other Commission on Aging staff data gathered through Information and Referral program operations.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires either:

1. A Master's degree in gerontology; or
2. A Master's degree in public administration, education, or a social or behavioral science including extensive upper division course work in studies on aging; or
3. A baccalaureate degree in one of the subjects listed above and 2 years of experience in programs for the elderly; or

MINIMUM QUALIFICATIONS (Continued)

CODE: 9722

4. A baccalaureate degree in an unrelated field, supplemented by extensive upper division course work in studies on aging; and 1 year experience in programs for the elderly; or
5. An equivalent combination of training and experience.

Knowledge, Abilities and Skills: Knowledge of the needs, interest and characteristics of the elderly; methods and techniques of delivery of social services; knowledge of statistical techniques.

Requires the ability to supervise a staff of community workers; ability to design program monitoring devices and use cost effective evaluation techniques; ability to speak and write effectively; and organize, administer and conduct training programs.

PROMOTIVE LINES:

TO: Specialist in Aging III

FROM: Specialist in Aging I

(NEW CLASS)

ADOPTED: June 7, 1976

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SPECIALIST IN AGING III

CODE: 9724

CHARACTERISTICS OF THE CLASS:

Under general direction, coordinates planning, research and development of programs and policies for the Commission on Aging; supervises and monitors outreach program including direct service sub-contractors; analyzes and identifies community needs and recommends allocation and modification of services; and performs related duties as required.

DISTINGUISHING FEATURES:

This is the highest level in the Specialist in Aging series. An employee at this level exercises a great deal of autonomy in developing the over-all program and policy for the Commission on Aging, based on extensive review of the effectiveness of existing delivery systems in meeting the needs of the elderly. Responsibilities assigned to a Specialist III include establishing objectives and priorities and developing and maintaining an on-going information-gathering system for the purposes of program development.

EXAMPLES OF DUTIES:

1. Coordinates the overall planning and development of policies and programs; reviews and analyzes legislation and governmental guidelines as they relate to program policies and plans.
2. Consults with organizations working with the Community on Aging programs; assists in the development and improvement of community relations with government agencies.
3. Conducts surveys and analyzes results; seeks the assistance and advice of the elderly as well as public agency representatives in developing and planning projects.
4. Directs the research and analysis of community and other agency inputs affecting program development; reviews existing delivery systems, methods and procedures for implementing program goals and objectives; works with other governmental agencies and bureaus; submits recommendations for the improvement of community services; analyzes all problems of programs and projects and recommends solutions.
5. Represents the Commission on Aging to explain and interpret policies and projects to other agencies, civic groups, and the general public; may speak before neighborhood and government groups to explain Commission on Aging activities. Provides technical assistance and guidance to organizations working with the Commission on Aging program.
6. Directs the preparation and submission of the annual commission plan; conducts contract negotiations with the State of California on the annual work program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires a Master's degree in public administration or a social or behavioral science, with upper division course work in the field of aging; and two years of progressively responsible experience in programs for the elderly; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of community development techniques, gerontology and direct service delivery; proposed and existing programs for the elderly.

Requires the ability to plan, organize, supervise and promote programs; assign and supervise work; develop constructive relationships with many and diverse community groups; analyze and interpret data; speak effectively and write technical and narrative reports; deal effectively with governmental officials, professionals and technical persons and employees, community organizations and the general public.

PROMOTIVE LINES:

TO: No normal lines of promotion

FROM: Specialist in Aging II

(NEW CLASS)

ADOPTED: June 7, 1976

Documents Dept.
Clavic Center - Main Library
San Francisco, CA 94102

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: COMMUNITY DEVELOPMENT ASSISTANT

CODE: 9770

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, performs beginning level community development work in monitoring and evaluating Community Development Programs; assists in compiling performance data and reports; analyzes and processes program data; and performs related duties as required.

DISTINGUISHING FEATURES:

This is the entrance level in the Community Development Specialist series. Employees in this class work under close supervision and may be assigned to one or more of the following areas: neighborhood facilities, housing, public service, public improvements, citizen participation and information management.

EXAMPLES OF DUTIES:

1. Assists in providing technical assistance to project personnel in developing annual work programs, budgets and program implementation.

2. Assists in reviewing and analyzing monthly reports submitted by project directors and agencies for conformance to budgetary and programmatic requirements and objectives of the various projects to ensure contract compliance; may make on-site visits to assess effectiveness of individual projects; may write and submit monthly performance monitoring reports.

3. Assists in compiling, analyzing and/or processing data on the impact of various projects in city communities, updates statistical data; compile and prepares reports.

4. Assists in providing technical assistance to project sponsors in physical design and implementation procedures; may assist in project analysis and funding recommendations based on evaluation of performance and relevant data.

5. As assigned attends project-related community and other meetings. May provide program information and support services to various groups, organizations and individuals.

CLASS TITLE: COMMUNITY DEVELOPMENT ASSISTANT

CODE: 9770

DESIRABLE QUALIFICATIONS:

TRAINING & EXPERIENCE: Completion of a four year college or university with Baccalaureate Degree with major course work in a field relevant to community development; or an equivalent combination of education and experience in an area involving community development, contract administration with nonprofit organizations or community groups.

KNOWLEDGE, ABILITIES AND SKILL: Some knowledge of: the basic concepts and practices of Community Development Programs; local governmental structure; methods of research and preparation of reports as a basis for recommendations; knowledge in compiling, analyzing and processing data; abilities and skills to work with neighborhood organizations and to perform some statistical analysis.

ADOPTED: June 25, 1984

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: COMMUNITY DEVELOPMENT SPECIALIST

CODE 9772

CHARACTERISTICS OF THE CLASS:

Under supervision, assists in monitoring and evaluating Community Development Programs; maintains and reviews performance data and reports; maintains close contact with personnel of community development funded agencies and projects; analyzes data and prepares recommendations; and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in this class function at the first journey level in the Community Development Specialist series. Employees in this class work with community corporations, private non-profit organizations, City, State, and Federal agencies to develop and monitor Community Development programs and projects to assure compliance with governmental requirements. May be assigned to one or more of the following areas: neighborhood facilities, housing, public service, public improvements, and citizen participation.

EXAMPLES OF DUTIES:

1. Provides technical assistance to project personnel in developing annual work programs, budgets and program implementation.
2. Conducts surveys and studies; analyzes and updates statistical data; may submit recommendations for changes to make the various programs more responsive to community needs.
3. May review and analyze monthly reports submitted by various community groups, organizations and agencies to ensure contract compliance; makes on-site visits to assess effectiveness of individual projects; writes and submits monthly performance monitoring reports.
4. Provides technical assistance to project sponsors in physical design and implementation procedures; attends project-related community and other meetings.
5. Provides program information and support services to the Citizens Committee on Community Development and various other groups, organizations and individuals.

CLASS TITLE: COMMUNITY DEVELOPMENT SPECIALIST CODE: 9772

DESIRABLE QUALIFICATIONS:

Training and Experience: Completion of a four year college or university with baccalaureate degree with major course work in a field relevant to community development; two years of experience in one or more of the areas involving community development, contract administration with nonprofit organizations, and report writing; or an equivalent combination of education and experience.

Knowledge, Abilities and Skills: Good knowledge of: the principles and practices of Community Development Programs; Federal, State and local laws as they apply to such programs; and local governmental structure; abilities and skills to work with neighborhood organizations and to perform some statistical analysis.

ADOPTED: June 25, 1984

4. Works with other concerned public agencies to coordinate and streamline various phases of project or program implementation; assists in evaluating and recommending effective program design and operating procedures; works with the Human Rights Commission to assure affirmative action goals on construction and rehabilitation projects receiving community development funding.

5. As assigned, reviews and recommends physical improvements concerning construction plans and budgets; meets with agencies, architects and contractors to outline funding program requirements and procedures; monitors progress of construction and process progress payments.

6. May review proposals for community development funding and/or special project funding in one or more program areas; may monitor Redevelopment Agency and Housing Authority projects receiving community development funds.

7. As requires by Federal regulations, collects data and prepares a wide variety of reports, memoranda and correspondence related to activities of the Office of Community Development.

DESIRABLE QUALIFICATIONS:

Training and Experience: Completion of a four year college or university with Baccalaureate Degree with major course work in a field relevant to community development; plus four years of responsible experience in one or more of the areas involving community development; contract administration with nonprofit organizations, and report writing; or an equivalent combination of education and experience.

Knowledge, Abilities and Skills: Thorough knowledge of: the principles and practices of community development programs; Federal, State and local laws as they apply to such programs; and local governmental structure; abilities and skills to work with neighborhood organizations and to perform some statistical analysis; ability to apply principles to define problems, collect data, establish facts and draw valid conclusions; write clear and concise reports, recommendations and correspondence; deal tactfully and effectively with representatives of governmental and community organizations; and speak effectively before individuals and groups.

ADOPTED: June 25, 1984



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SENIOR COMMUNITY DEVELOPMENT
SPECIALIST I

CODE: 9774

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs a variety of activities related to the funding of various local projects and programs by the Mayor's Office of Community Development; may participate in significant program planning, development, project implementation and evaluation; reviews project plans, programs, labor relations activities and affirmative action goals to assure compliance with Federal, State laws and regulations and local policies; conducts project analyses, makes recommendations on operational corrections to comply with contractual requirements and Federal regulations; develops methods of evaluating effectiveness of grant funded projects; prepares reports and records and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in this class function at the senior journey level in the Community Development Specialist series. Employees in this class carry out their assignments with considerable independence and do not receive day to day supervision. Positions in this class are distinguished from the lower class 9772 Community Development Specialist by their significant coordinating and monitoring responsibility over a variety of grant funded projects in one or more of the following program areas: neighborhood facilities rehabilitation, housing development, human services projects, public construction projects, federal labor relations and affirmative action compliance. Employees in this class may serve in a lead role for subordinate personnel.

EXAMPLES OF DUTIES:

1. As assigned, develops and coordinates the preparation of annual work programs and operating budgets of nonprofit corporations and city agencies receiving community development funds; prepares, reviews and executes contracts for the disbursement of funds; prepares and processes all necessary documents and fiscal payments to corporations and agencies; provides appropriate fiscal budgetary control.
2. Makes on-site visits to monitor projects for contract compliance; establishes and coordinates operational methods and procedures; recommends project or program modifications and adjustments to assure contract adherence and responsiveness of programs to community needs; collects and evaluates performance data and prepares written evaluation reports.
3. As required, provides technical assistance, information and advice to representatives of various organizations and agencies wishing to apply for community development funding of projects.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SENIOR COMMUNITY DEVELOPMENT
SPECIALIST II

CODE: 9775

CHARACTERISTICS OF THE CLASS:

Under general supervision performs difficult and complex program planning, development, implementation, monitoring and evaluation assignments; coordinates monitoring and evaluation work of subordinate personnel; coordinates the development of plans and programs of a major program area for the Office of Community Development; conducts and coordinates studies and surveys; reviews more difficult projects to insure compliance with applicable Federal, State and local laws, regulations and procedures; provides technical assistance to project staff and other agencies; and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in this class are distinguished by assignments requiring significant experience and expertise in major program areas involving Community Development programs. While employees in this class may be assigned significant responsibilities in more than one program area they do not have the overall supervisory responsibility of the higher level class 9776 Supervising Community Development Specialist.

EXAMPLES OF DUTIES:

1. Coordinates the development of a major program area and/or the implementation of project activities with other governmental agencies and concerned private corporations and community organizations; develop effective program design and operating procedures; provide directions to implementing agencies.
2. Coordinates the monitoring activities of projects under a certain program area for contract compliance; directs the establishment of methods for project analysis and preparation of performance reports; directs studies and makes recommendations on program modification and adjustments to assure contract adherence and responsiveness of programs to community needs; reviews, presents and discusses program operational or policy problems with senior and administrative staff.
3. Develops and coordinates preparation of annual work program and operating budgets of nonprofit corporations and City agencies; prepares, reviews and executes contracts and subcontracts for the disbursement of funds; prepares and processes all necessary documents and fiscal payments to the corporations and agencies and provides appropriate fiscal budgetary control.
4. Reviews and recommends physical improvements and construction plans and budgets; meets with agencies, architects and contractors to outline program requirements and procedures and resolve problems; monitors progress of construction and process payments.

CLASS TITLE: SENIOR COMMUNITY DEVELOPMENT
SPECIALIST II

CODE: 9775

5. Reviews proposals for community development funding and/or special project funding and makes recommendations. Gives technical assistance and advice to junior staff in evaluating projects; as assigned, may seek and apply for funds from various governmental agencies to augment established community development funding sources.

6. Develops and implements procedures for assuring the City's compliance with applicable Federal, State and local laws and regulations.

7. As assigned, attends program or project related meetings when requested and represents the office in explaining and interpreting program policies and objectives and their applicability to the City and various communities.

DESIRABLE QUALIFICATIONS:

Training and Experience: Completion of a four year college or university with a Baccalaureate Degree with major course work in a field relevant to community development; plus five years of progressively responsible experience in community development activities; contract administration or project implementation involving nonprofit corporations; or an equivalent combination of education and experience.

Knowledge, Abilities and Skills: Thorough knowledge of: the principles, practices, purpose and scope of community development programs; Federal, State and local rules and regulations applicable to such programs; abilities and skills to: work with the local governmental structure and neighborhood organizations receiving program funds; plan, organize, initiate, direct and review work of subordinates; apply principles to define problems, collect data, establish facts and draw valid conclusions; write clear and concise reports, recommendations and correspondence; deal effectively with representatives of governmental and community organizations; speaking effectively before individuals and groups.

ADOPTED: June 25, 1984

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SUPERVISING COMMUNITY
DEVELOPMENT SPECIALIST

CODE: 9776

CHARACTERISTICS OF THE CLASS:

Under general program direction, supervises and manages activities of a variety of major program areas for the Mayor's Office of Community Development; initiates and coordinates the preparation of city policies and programs in community development; supervises subordinate staff in preparing contracts, monitoring progress and evaluating program performance and effectiveness of program areas; directs the formulation of implementation procedures and evaluations formats; directs the development of new programs; coordinates the reviews and recommendations on specific projects or programs for community development funding; maintains liaison with high-level personnel of various public agencies, private corporations, and community agencies; supervises the preparation and presentation of complex technical reports; and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in this class represent the highest level in the Community Development series under the Deputy Executive Director level. Employees in this class receive policy direction from agency management and carry out their assignment with considerable latitude and discretion. Positions in this class are distinguished from the lower Senior level class by their major supervisory and program responsibilities. A position in this class may act for the Deputy Director in his or her absence.

EXAMPLES OF DUTIES:

1. Supervises subordinate personnel in a wide variety of activities related to the administration and funding of community development program areas; directs and organizes staff assignments and project schedules; provides technical assistance and direction; directs the development of annual work programs and operating budgets of agencies receiving community development funding; reviews contracts and subcontracts for the disbursement of funds; processes necessary documents and correspondence; reviews and edits reports and analysis submitted by subordinate staff.
2. Assists the executive staff in formulating policies, strategies and projects for the disbursement of community development funds.
3. Reviews and analyzes the effectiveness of current program management and staff performance in relation to the goals of the respective program areas; prepares complex and technical reports providing recommendations and action plans for the executive staff.

CLASS TITLE: SUPERVISING COMMUNITY
DEVELOPMENT SPECIALIST

CODE: 9776

4. Directs the development of major new programs and projects with other governmental agencies and nonprofit corporations and community agencies; develops effective program design and operating procedures; provides direction to various agencies receiving block grant funding.

5. Directs the monitoring activities of projects under program areas for contract compliance; directs the establishment of methods for project analysis and preparation of performance reports; directs studies and makes recommendations on program modification and adjustments to assure contract adherence and responsiveness of programs to community needs; reviews, presents and discusses program operational or policy problems with administrative staff and agency management.

6. Reviews proposals for community development funding and/or special project funding and makes recommendations accordingly. Gives technical assistance and advice to subordinate staff in evaluating projects and making recommendations; may seek and apply for funds from State and/or Federal agencies to augment established community development funding sources.

7. Develops and maintains effective working relationships with other governmental bodies, agencies, private, civic and professional organizations regarding matters of community development.

8. May act for the executive staff at his/her absence on programmatic and administrative matters and public presentations.

DESIRABLE QUALIFICATIONS:

Training and Experience: Completion of a four year college or university with a Baccalaureate Degree in public administration, planning, economics, social services or a related field, plus six years of progressive experience in community development, contract administration or project implementation involving nonprofit corporations, with at least three years of responsible supervisory experience; or an equivalent combination of training and experience. A post graduate degree is considered highly desirable.

Knowledge, Abilities and Skills: Comprehensive knowledge of: principles, practices, purpose and scope of community development programs; Federal, State and local rules and regulations applicable to such programs. Ability to: work with the local governmental structure and neighborhood organizations receiving program funds; plan, organize, initiate, direct and review work of subordinates; apply principles to define problems, collect data, establish facts and draw valid conclusions; write clear and concise reports, recommendations and correspondence; deal tactfully and effectively with representatives of governmental and community organizations; and speak effectively before groups and governmental bodies.

ADOPTED: June 25, 1984



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DEPUTY EXECUTIVE DIRECTOR OF
COMMUNITY DEVELOPMENT

CODE: 9778

CHARACTERISTICS OF THE CLASS:

Under general policy direction, acts as the Deputy Executive Director for the Office of Community Development; assists the Executive Director in the overall administration of the Community Development Block Grants program; initiates and directs the development, execution and coordination of program policies and funding of projects; supervises the development of the City's Block Grant budgets and the multi-year plans; assists the Executive Director in overseeing program implementation, progress monitoring and performance evaluation; designs and establishes an automated information processing system to maintain current fiscal and program records of grant recipients; serves as the principal advisor to the Executive Director of Community Development on policies, strategies, programs, funding and administrative matters; and performs related duties as required.

DISTINGUISHING FEATURES:

This one position class reports to the Executive Director of the Office of Community Development. Subject to the policy limitations of the Director, the employee in this class exercises a maximum degree of initiative and judgement in carrying out assignments, supervising staff and overseeing the day to day operations of the Office of Community Development. The employee in this class may act for the Executive Director in his absence.

EXAMPLES OF DUTIES:

1. Assists the Executive Director in planning, directing administering and coordinating the activities of the Mayor's Office of Community Development including, but not limited to, all federally-assisted community development programs.
2. Establishes the City's annual Community Development Block Grant budget process; directs the staff in preparing the policy and strategy plans for the making of recommendations in connection with the allocations of grants and other funds; coordinates with Citizens Committee on Community Development and other affected departments, agencies and organizations on grant funding activities.
3. Makes recommendations to the Executive Director and through the Executive Director to the Mayor on the strategies and distribution of grant funds; establishes policy directions and procedural guidelines for grant recipients in formulating detailed work programs, project budgets and implementation schedules.
4. Directs senior staff in grants management of programs including, but not limited to, contract administration, fiscal management, project design and review, procurement administration, construction management, regulatory enforcement and performance evaluation.

CLASS TITLE: DEPUTY EXECUTIVE DIRECTOR OF
COMMUNITY DEVELOPMENT

CODE: 9778

5. Directs senior staff in designing, developing and implementing new programs and project activities; develops and directs an automated information processing system to maintain current records and files on the budgetary, fiscal and program performance data of grant recipients.

6. Develops and maintains effective working relationships with governmental executive and legislative bodies, private, civic and professional organizations on community development and related matters.

7. Supervises the overall assignments of staff duties and staff performance; assists in the development and advancement of subordinates through training and effective use of employee development programs.

8. Acts for the Executive Director at his/her absence on programmatic and administrative matters and public presentations.

DESIRABLE QUALIFICATIONS:

Training and Experience: Completion of a four year college or university with a baccalaureate degree in public administration, planning, economics, social services or a related field; plus six years of progressively responsible experience in community development with at least three years of responsible supervisory and administrative experience; or an equivalent combination of training and experience. Completion of a Master's Degree in public administration is highly desirable.

Knowledge, Abilities and Skills: Comprehensive knowledge of: principles, practices, purpose and scope of all aspects of community development programs; Federal, State and local rules and regulations applicable to such programs; ability to work with the local governmental structure and community organizations receiving program funds; coordinate the objectives of the City's overall community development and housing programs with various city departmental agencies; considerable ability to: plan, organize, initiate, direct and review the work of subordinates; apply principles to define problems, collect data, establish facts and draw valid conclusions; write clear and concise reports, recommendations and correspondence; deal tactfully and effectively with representatives of governmental and community organizations, citizens committees and speak effectively before individuals, groups and governmental bodies.

ADOPTED: June 25, 1984

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: EXECUTIVE DIRECTOR OF
COMMUNITY DEVELOPMENT

CODE: 9780

CHARACTERISTICS OF THE CLASS:

Under general policy direction of the Mayor, directs, manages, initiates and coordinates the overall policy, program development, funding, budgetary and administration of the Office of Community Development; directs the development of the City's Community Development Block Grant program for Housing Assistance; administers the distribution of Community Development Block Grant funds; directs the overall program implementation, progress monitoring and performance evaluation; serves as the principal advisor to the Mayor on the City's community development policies, strategies, programs and funding; and performs related duties as required.

DISTINGUISHING FEATURES:

This one position class serves as the chief executive of the Mayor's Office of Community Development. The employee in this class has overall responsibility for agency policies, plans and programs. This position reports to the Mayor or Deputy Mayor and serves as the chief advisor to the executive and legislative branches of city government on community development matters.

EXAMPLES OF DUTIES:

1. Plans, directs, administers and coordinates the activities of the Mayor's Office of Community Development including, but not limited to, all federally-assisted community development programs.
2. Directs the staff in preparing the policy and strategy plans and recommendations concerning the allocation of funds for a wide variety of projects and programs; coordinates with the Citizens Committee on Community Development and other agencies and organizations concerning funding allocations.
3. Makes recommendations to the Mayor on the strategies and distribution of grant funds for the preservation and improvements of the City's lower income neighborhoods and population groups; establishes policy directions for grant recipients in formulating detailed work programs, project budgets and implementation schedules.
4. Provide directions in grants management of various programs including, but not limited to, contract administration, fiscal management, project design and review, procurement administration, construction management, regulatory enforcement and performance evaluation.
5. Directs the overall assignments of staff duties, tasks and special projects; reviews and analyzes the effectiveness and efficiency of program management and staff performance in relation to the goals of the overall program; directs the training and development of agency personnel.



CLASS TITLE: EXECUTIVE DIRECTOR OF
COMMUNITY DEVELOPMENT

CODE: 9780

6. Provides directions in designing, developing and implementing new programs and project activities with other governmental agencies and concerned private corporations.

7. Develops and maintains effective working relationships with governmental executive and legislative bodies; private, civic and professional organizations on community development and related matters; addresses such groups and organizations in public as required.

DESIRABLE QUALIFICATIONS:

Training and Experience: Completion of a four year college or university with a baccalaureate degree in public administration, planning, economics, social services or related fields; plus eight years of progressively responsible experience in community development with at least five years of supervisory experience or an equivalent combination of training and experience. Completion of a Masters Degree in public administration or a related field is highly desirable.

Knowledge, Abilities and Skills: Comprehensive knowledge of: principles, practices, purpose and scope of all aspects of community development programs; knowledge of Federal, State and local rules and regulations applicable to such programs.

Ability to: work with the local governmental structure and community organizations receiving program funds and coordinate the objectives of the City's overall community development and housing programs with various city departments and governmental agencies; considerable ability to: plan, organize, initiate, direct and review work of subordinates; skill in applying principles to define problems, collecting data, establishing facts and drawing valid conclusions; preparing clear and concise reports, recommendations and correspondence; speaking effectively before large groups and governmental bodies.

ADOPTED: June 25, 1984



SAN FRANCISCO CIVIL SERVICE COMMISSION

(New Class)

CLASS TITLE: POLICE OFFICER SPECIALIST-YOUTH PROGRAM

CODE: 9901

CHARACTERISTICS OF THE CLASS:

Under general supervision, represents the San Francisco Police Department in developing a more positive relationship between the department, youth, school personnel and other community representatives; provides information on dangers of drug abuse, nature of law enforcement and the role of the police officer to youths, teachers, school administrators, youth oriented organizations and public and private agencies involved with children and the problems of youth; and performs related duties as required.

Requires responsibility for carrying out and explaining methods, policies and procedures related to San Francisco Police Department service to youths, representatives of community organizations and organizations having an interest in youths and school representatives; providing communication between the department, youth and other participants in reaching the goals and fulfilling the purpose of the police youth program; prepares required operational records and reports.

EXAMPLES OF DUTIES:

1. Contacts individuals, families, organizations, governmental and private agencies in order to foster and strengthen attitudes of the community, particularly those of the youth which are favorable to the police officer and Police Department.
2. Performs in an educational capacity in order to instill positive and constructive relationships between youth and the police agency and its representatives.
3. As assigned, meets with and speaks before various organizations, associations, committees, youth agencies and other groups; performs other public relations duties as directed by the project officer.
4. Creates citizen understanding in the police youth program through community liaison work; arrangements of occasional informational meetings and dissemination of printed informational matter and news releases.
5. Assists in gathering and evaluating data relative to activity and functions of the project; as assigned, assists in the preparation of reports, correspondence and records.

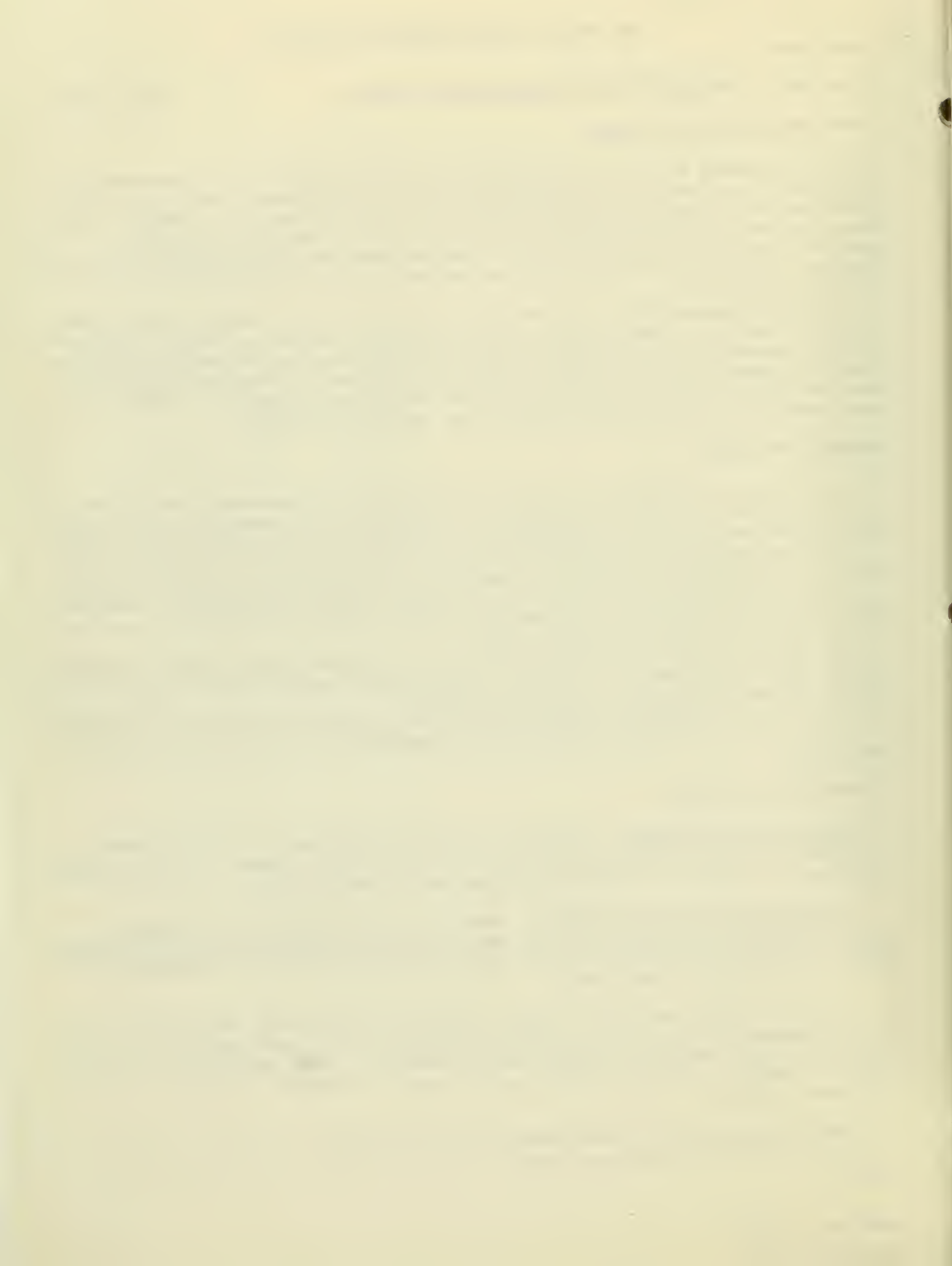
MINIMUM QUALIFICATIONS:

Training and Experience: Requires permanent appointment as a Q2 Policeman. Assignment to this classification requires the individual to have a sincere interest in helping to achieve the objectives of the police youth program.

Knowledge, Abilities and Skills: Requires a good knowledge of the goals, policies and procedures of the policy youth program; the ethnic, social and economic factors affecting the youths of the community; general principles of working with youth in groups and as individuals.

Requires ability and skill to deal courteously, effectively and tactfully with youth, representatives of youth organizations, the general public and a variety of community groups; secure the respect and confidence of youth; establish and maintain effective working relationships with youth, teachers, community representatives and the general public.

Requires aptitude for interviewing persons effectively, obtaining facts and evaluating relevant information; present oral and written reports concisely and clearly.



(New Class)

CLASS TITLE: POLICEMAN SPECIALIST - YOUTH PROGRAM

DOCUMENTS

CODE: 9901

JUN 16 1971

CHARACTERISTICS OF THE CLASS:

SAN FRANCISCO
PUBLIC LIBRARY

Under general supervision, represents the San Francisco Police Department in developing a more positive relationship between the department, youth, school personnel and other community representatives; provides information on dangers of drug abuse, nature of law enforcement and the role of the police officer to youths, teachers, school administrators, youth oriented organizations and public and private agencies involved with children and the problems of youth; and performs related duties as required.

Requires responsibility for carrying out and explaining methods, policies and procedures related to San Francisco Police Department service to youths, representatives of community organizations and organizations having an interest in youths and school representatives; providing communication between the department, youth and other participants in reaching the goals and fulfilling the purpose of the police youth program; prepares required operational records and reports.

EXAMPLES OF DUTIES:

1. Contacts individuals, families, organizations, governmental and private agencies in order to foster and strengthen attitudes of the community, particularly those of the youth which are favorable to the police officer and Police Department.
2. Performs in an educational capacity in order to instill positive and constructive relationships between youth and the police agency and its representatives.
3. As assigned, meets with and speaks before various organizations, associations, committees, youth agencies and other groups; performs other public relations duties as directed by the project officer.
4. Creates citizen understanding in the police youth program through community liaison work; arrangements of occasional informational meetings and dissemination of printed informational matter and news releases.
5. Assists in gathering and evaluating data relative to activity and functions of the project; as assigned, assists in the preparation of reports, correspondence and records.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires permanent appointment as a Q2 Policeman. Assignment to this classification requires the individual to have a sincere interest in helping to achieve the objectives of the police youth program.

Knowledge, Abilities and Skills: Requires a good knowledge of the goals, policies and procedures of the police youth program; the ethnic, social and economic factors affecting the youths of the community; general principles of working with youth in groups and as individuals.

Requires ability and skill to deal courteously, effectively and tactfully with youth, representatives of youth organizations, the general public and a variety of community groups; secure the respect and confidence of youth; establish and maintain effective working relationships with youth, teachers, community representatives and the general public.

Requires aptitude for interviewing persons effectively, obtaining facts and evaluating relevant information; present oral and written reports concisely and clearly.

ADOPTED: 4/19/71

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SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: PUBLIC SERVICE TRAINEE

CODE: 9910

CHARACTERISTICS OF THE CLASS:

Under immediate supervision and in the capacity of a trainee, learns to perform those specialized duties that are pertinent to the entry level of the designated target employment; learns the organization of the department to which assigned, its relationship to other city agencies and the range of services it provides; attends instructional or other training programs relating directly to the duty assignment; learns to perform other related duties normally expected of the entry-level employee. Requires responsibility for following instructions, learning and adapting to existing policies and procedures and maintaining simple records of work completed.

DISTINGUISHING FEATURES:

Incumbents of this broadly defined class may be expected to demonstrate an aptitude for the target employment, but, as sub-entry level employees, may not have had work experience. Hence, experience and/or prior training will not be expected as a prerequisite for employment.

EXAMPLES OF DUTIES:

The duties of this general class will vary with the job family for which the individual is employed, that is: Clerical, technical, service, etc. As a matter of policy, normal duty assignments will be directly related to training for the responsibilities charged to the entry-level employee.

1. Participates in job-related work experience, performing functions and assuming responsibilities, as assigned, as training for employment in the designated target position(s), and as preparation for the target promotional examination.
2. Attends remedial and/or technical education classes related to duty assignment.
3. Performs job-related duties, learning those functions and assuming those responsibilities expected of incumbents in the target employment.

MINIMUM QUALIFICATIONS:

Individuals appointed to positions in this classification must be within the category of those for whom the Economic Opportunity Act or other similar Federal or State legislation is intended to benefit.

Training and Experience: Applicants will be required to meet guidelines as established for each program; requirements for previous training and experience will be minimal.

Knowledge, Abilities and Skills: Requires an indicated interest and aptitude in those skills associated with the target employment and a willingness and ability to acquire the needed skills and academic standards through training and work experience.

PROMOTIVE LINES:

To : Pertinent entry-level classifications

ADOPTED: 6/14/71



OCT 27 1997

SAN FRANCISCO
PUBLIC LIBRARY**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES****9912, 9914, 9916, 9920, 9922, 9924 PUBLIC SERVICE AIDE**

Definition: The positions in the Public Service Aide series are designed to offer various types of trainee or entry level employment opportunities in a variety of settings. These positions provide an introduction to career options and role models while allowing incumbents to learn about the work environment. Some positions may be allocated for participants in special programs designed to reach disadvantaged youth, those who have encountered difficulty in obtaining employment, or other special populations.

9912 PUBLIC SERVICE AIDE - TECHNICAL

Under supervision, assists in various phases of the development and implementation of specific art projects and cultural events; requires technical knowledge and ability for the performance of duties.

In some positions, under immediate supervision as a trainee, incumbents learn to perform a variety of tasks relative to acquisition of technological skills in various art subject areas; attend training classes directly related to the duties performed.

9914 PUBLIC SERVICE AIDE - ADMINISTRATIVE

Under supervision, assists in the performance of a variety of duties related to the activities of the assigned departmental unit; performs a limited scope of routine tasks at a paraprofessional level; may be responsible for the compilation of data; carries out routine procedures; assists in the implementation of programs and the maintenance of related records and reports.

9916 PUBLIC SERVICE AIDE - SPECIAL PROGRAMS

Under immediate supervision, performs a variety of non-technical manual labor tasks in the maintenance of streets, grounds, and other public property.

In some positions, incumbents receive an introduction to department functions and assist in unskilled maintenance or record keeping tasks. In some positions, incumbents maintain order on transit vehicles, provide information to the public and prevent damage to public property. In some positions, incumbents may receive training related to the program in which they are participating.

9920 PUBLIC SERVICE AIDE - ASSISTANT TO PROFESSIONALS

Under minimum supervision, assists in the performance of a variety of duties related to the functions of the assigned departmental unit; carries out complex tasks on a limited basis in direct support of professional level personnel; may be responsible for researching and compiling data; assists in the preparation of related reports and documents; assists in the implementation of programs; assists in the investigation and mediation of legal matters.

9912, 9914, 9916, 9920, 9922, 9924 PUBLIC SERVICE AIDE

9922 PUBLIC SERVICE AIDE - ASSOCIATE TO PROFESSIONALS

Under minimum direction, performs a variety of duties requiring a high level of responsibility; carries out complex tasks relative to the performance of management functions; may be responsible for supervising subordinates; researches and analyzes data; investigates and advises in legal matters; and prepares legal documents.

9924 PUBLIC SERVICE AIDE - HEALTH SERVICES

Under general supervision, performs a wide variety of duties related to the services provided through health care facilities; may be responsible for disseminating health care information to the general public and specific target population, such as seniors, physically disabled, mentally disabled; provides non-nursing support services to patients.

Some positions, under immediate supervision in a trainee capacity, learn to perform a variety of duties related to a specific health care area; attends training classes directly related to the performance of duties.

MINIMUM QUALIFICATIONS:

Training and Experience: Applicants will be required to meet guidelines as established for each program; requirements for previous training and experience will be minimal.

Knowledge, Skills, and Abilities: Requires an indicated interest and aptitude in those skills associated with the target employment and a willingness and ability to acquire the needed skills and academic standards through training and work experience.

Adopted: March 12, 1981
Amended: October 8, 1997

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: PUBLIC WORKS AIDE

CODE: 9940

CHARACTERISTICS OF THE CLASS:

Under immediate supervision in a temporary job assignment, performs a variety of manual tasks which require limited work experience; and performs related duties as required.

EXAMPLES OF DUTIES:

1. Performs unskilled work in a work training environment in connection with the beautification, landscaping and conservation functions of the Department of Public Works street planting, street cleaning, street repair and other gas tax related activities.

2. May perform simple unskilled work of similar difficulty and level in other fields as required.

MINIMUM QUALIFICATIONS:

Training and Experience: Applicants must have completed the pre-apprenticeship requirements of the Apprenticeship Opportunities Foundation and have standing on a craft apprentice list. No particular work experience is required.

Knowledge, Abilities and Skills: Ability to: Follow simple oral instructions; work cooperatively with others; perform tasks appropriate for specific job to which assigned.

Requires desire to perform a variety of manual tasks and to develop job skills and proper work habits through work experience.

ADOPTED: 10/20/71

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: PUBLIC WORKS AIDE LEADER

CODE; 9941

CHARACTERISTICS OF THE CLASS:

Under general direction, supervises the work of a group of Public Works Aides in the field; and performs related duties as required.

EXAMPLES OF DUTIES:

1. Supervises the work of a group or crew of Public Works Aides engaged in one of a variety of limiting tasks in the field in connection with beautification, landscaping, gardening, grounds maintenance and cleaning.

2. Supervises Public Works Aides in the performance of their duties at out-of-doors locations.

3. Instructs Public Works Aides as to the best and most efficient methods to properly perform their assigned duties.

4. Checks attendance of subordinates assigned and reports time worked of subordinates for pay purposes.

MINIMUM QUALIFICATIONS:

Training and Experience: Applicants must be experienced in the field in which the subordinate Public Works Aides are to be supervised.

Knowledge, Abilities and Skills: Requires a general knowledge of the methods and techniques commonly used in a variety of maintenance and repair operations; requires some knowledge of simple clerical procedures as they relate to time reporting and other simple tabulations.

Requires ability to supervise the work of a small group of subordinates; deal courteously, effectively and tactfully with subordinates and supervisors.

Special Requirement: Requires possession of a valid California Driver's License.

ADOPTED: 10/20/71

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: NEIGHBORHOOD YOUTH CORPS TRAINEE

CODE: 9951

CHARACTERISTICS OF THE CLASS:

Under immediate supervision and in the capacity of a trainee, performs a variety of simple and routine duties limited to scope; learns various tasks and activities as assigned by operating departments participating in the Neighborhood Youth Corps program; assists, as an aide, in city departments performing routine duties that would not otherwise be performed by Civil Service appointees or eligibles; and performs related duties as required.

EXAMPLES OF DUTIES:

1. As Office Aide, may perform varied routine office functions, including filing and the recording of simple data within guidelines established by New Careers or Neighborhood Youth Corps Programs.
2. As Field Conservation Aide, may assist in various conservation and maintenance projects for public facilities.
3. Performs routine duties within various city departments in preparation for entry into New Careers Trainee phase of the City's Economic Opportunity Council Program.
4. May attend classes of instruction in core education as well as job-oriented training.

MINIMUM QUALIFICATIONS:

Persons appointed to positions in this classification must be within the category of those for whom the Economic Opportunity Act or other similar federal or state legislation is intended to benefit.

Training and Experience: None.

Knowledge, Abilities and Skills: Requires some aptitude for learning simple general duties and following oral instructions; ability to get along well with co-workers.

PROMOTIVE LINES:

May be eligible for entry-level position in the New Careers Program.

ADOPTED: August 10, 1967



(NEW CLASS)

DOCUMENTS

CLASS TITLE: YOUTH SUMMER AIDE

JUN 16 1971

CODE: 9952

CHARACTERISTICS OF THE CLASS:

SAN FRANCISCO
PUBLIC LIBRARY

Under immediate supervision during summer months, performs a variety of tasks which require limited or no work experience; and performs related duties as required.

EXAMPLES OF DUTIES:

1. Performs routine and unskilled work in connection with the beautification, landscaping and conservation functions of the Department of Public Works street planting, street cleaning, street repair and other gas tax related activities.

2. May perform simple unskilled work of similar difficulty and level in other fields as required.

MINIMUM QUALIFICATIONS:

Training and Experience: Applicants must be in-school students. No particular work experience is required.

Knowledge, Abilities and Skills: Ability to: Follow simple oral instructions; work cooperatively with others; perform tasks appropriate for specific job to which assigned. Requires desire to perform a variety of manual tasks and to develop job skills and proper work habits through work experience.

Special Requirement: Where applicable, applicant must possess an appropriate work permit as required by the California State Education Code.

PROMOTIVE LINES:

Promotive lines are not applicable as this classification is for the purpose of supplying temporary summer employment only.

ADOPTED: May 3, 1971

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: GROUP LEADER,
NEIGHBORHOOD YOUTH CORPS

CODE: 9953

CHARACTERISTICS OF THE CLASS:

Under supervision, counsels, guides and supervises the activities of the Field Conservation Aides and the Trainee Office Aides; is responsible for keeping records of attendance, promptness, and reaction to direction; and performs related duties as required.

EXAMPLES OF DUTIES:

1. Enters data on daily work sheets relative to attitudes, interest and abilities.
2. Counsels and guides enrollees assigned.
3. Distributes and collects all time cards from enrollees assigned.

MINIMUM QUALIFICATIONS:

Completion of at least two years of college or university work.

ADOPTED: 6/30/66

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: YOUTH SUMMER AIDE LEADER

JUN 16 1971

CODE: 9954

CHARACTERISTICS OF THE CLASS:

SAN FRANCISCO
GROUP LEADER

Under general direction, directs the work of a group of Youth Summer Aides and provides field supervision for such employees; and performs related duties as required.

EXAMPLES OF DUTIES:

1. Directs the work of a group or crew of Youth Summer Aides engaged in one of a variety of limiting tasks in the field in connection with beautification, landscaping, gardening, grounds maintenance and cleaning.
2. Supervises Youth Summer Aides in the performance of their duties at out-of-doors locations.
3. Instructs Youth Summer Aides as to the best and most efficient methods to properly perform their assigned duties.
4. Checks attendance of subordinates assigned and reports time worked of subordinates for pay purposes.

MINIMUM QUALIFICATIONS:

Training and Experience: Applicants must be experienced in the field in which the subordinate Youth Summer Aides are to be supervised.

Knowledge, Abilities and Skills: Requires a general knowledge of the methods and techniques commonly used in a variety of maintenance and repair operations; requires some knowledge of simple clerical procedures as they relate to time reporting and other simple tabulations. Requires ability to supervise the work of a small group of subordinates; to deal courteously, effectively and tactfully with subordinates and supervisors.

Special Requirement: Requires possession of a valid California Driver's License.

PROMOTIVE LINES:

Normal promotive lines are not applicable as this classification is for the purpose of supplying field supervision for the temporary summer employment of Youth Summer Aides only.

Adopted: 5/3/71



(RETITLES SPECIFICATION)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: RECORDS CLERK

CODE: 9955

CHARACTERISTICS OF THE CLASS:

Under supervision, performs routine clerical and general office duties in keeping daily records of all Trainee Office Aides and Field Conservation Aides, including attendance, promptness, frequency of counseling meetings and reactions to direction; and performs related duties as required.

EXAMPLES OF DUTIES:

1. Checks all time cards daily for attendance and promptness.
2. Receives and records daily work sheets from supervisors and group leaders.
3. Enters all data on work summary sheets.
4. Keeps active file on all personnel.
5. Responsible for inventory of expendable office supplies.

MINIMUM QUALIFICATIONS:

Completion of at least two years of college or university work.

ADOPTED: 6/30/66

AMENDED: 7/15/68

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SUPERVISOR, NEIGHBORHOOD
YOUTH CORPS

CODE: 9957

CHARACTERISTICS OF THE CLASS:

Under supervision, directs and supervises all group leaders under his immediate jurisdiction; acts as liaison between Group Leaders and Director; and performs related duties as required.

EXAMPLES OF DUTIES:

1. Organizes tutoring classes for those enrollees who need or want tutoring.
2. Collects time cards daily from Group Leaders.
3. Directs counseling of enrollees.

MINIMUM QUALIFICATIONS:

Completion of two years of college or university work.

ADOPTED: 6/30/66

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT TO PROFESSIONALS

CODE: 9960

CHARACTERISTICS OF THE CLASS:

Under immediate supervision and in the capacity of a trainee, performs various routine duties limited in scope; learns a wide variety of tasks and activities as assigned by operating departments participating in the New Careers Program; attends formalized training in connection with this program; and performs related duties as required.

Requires responsibility for: following prescribed rules and regulations in carrying out specific work assignments; keeping simple records of work completed.

EXAMPLES OF DUTIES:

1. In the Department of Education, serves as a school community worker, acting as liaison between the schools and their staff, community organizations and the families of children having difficulty in the educational environment.

2. In the Health Department, may perform a variety of services in such departmental divisions as mental health, health education, institutional and community health.

3. In the Library, serves as a library trainee developing skill in a variety of basic library functions; assists in programs directed at improving library service in special target areas.

4. In the Department of Social Services, may perform in a number of capacities such as homemaker aide, child welfare aide, vocational service aide, and community service aide, while assisting the professional social worker in completing simple forms and reports.

5. May serve in other city departments as appropriate positions develop.

6. Attends classes of instruction in core education as well as job-oriented training.

MINIMUM QUALIFICATIONS:

Persons appointed to positions in this classification must be within the category of those for whom the Economic Opportunity Act or other similar federal or state legislation is intended to benefit.

Training and Experience: Completion of the orientation period established by the California State Employment Service.

Knowledge, Abilities and Skills: Requires aptitude to learn and to advance in specific fields in city departments.

Requires ability to: learn to follow oral and written instructions; to adapt to conditions and requirements of departments.

PROMOTIVE LINES:

To: New Career Aide

ADOPTED: August 10, 1967



SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: COMMUNITY HEALTH WORKER I

CODE: 9961

CHARACTERISTICS OF THE CLASS

Under direct supervision and in the capacity of a trainee, learns to carry out duties in community health service programs in district health centers, and/or clinics; facilitates communication between professional staff and community residents by interpreting community cultural patterns to professional staff; clarifying health services and programs to individuals and groups in the community and acting as an interpreter in contacts involving non-English speaking residents; performs related duties as required.

Requires responsibility for making regular personal contacts with community residents, community organizations, health personnel and staffs of related agencies; follows departmental guidelines related to health services; maintains simple operational and statistical records.

EXAMPLES OF DUTIES:

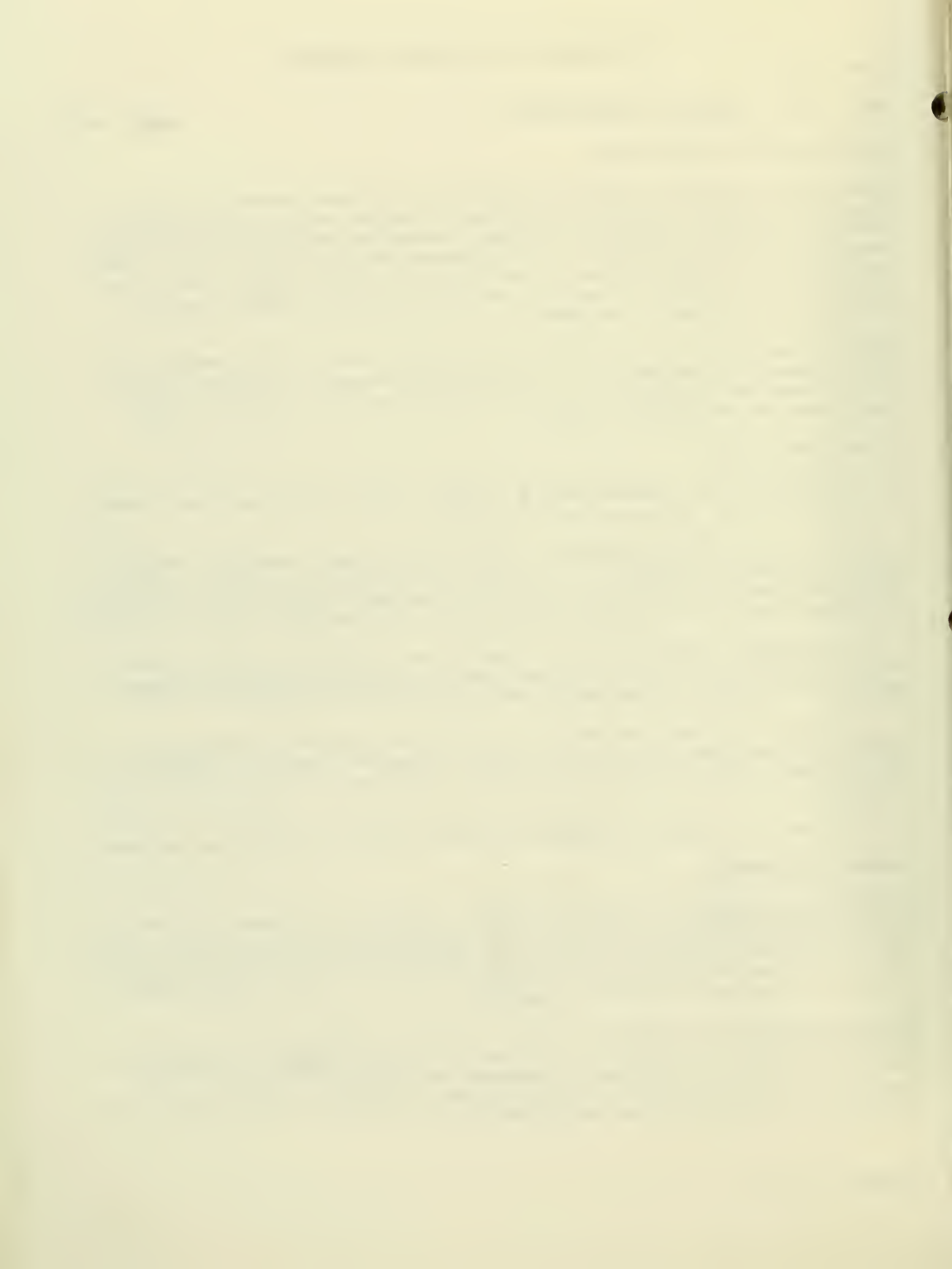
1. Works in the community making follow-up contacts with individual patients or community groups concerning health services.
2. Works with Health Educators, Public Health Nurses, Psychiatric Social Workers, Psychiatric Nurses, and other health professionals involved in extending health services to the community to solve its residents' physical, emotional, environmental, personal and social problems within therapeutic milieu.
3. Acquaints individuals in the community with community health services (hospitals, clinics, public housing, welfare, etc.) available through the Department of Public Health. Makes appropriate referrals when indicated.
4. May collect and compile data, as instructed, regarding incidence of physical and emotional illness. May assist in preparing pamphlets, bulletins, etc., for information about community health service for groups and individuals in the community.
5. Serves as a liaison between professional staff and target area residents.

MINIMUM REQUIREMENTS:

Training and Experience: Requires successful completion of at least one year of full time paid experience as a New Careers employee consisting of on-the-job training and required college education in Health Technology; and must be within the category of those for whom the Economic Opportunity Act or other similar Federal or State legislation is intended to benefit.

Knowledge, Abilities and Skills: Requires a general knowledge of physical and emotional symptoms and of resources available for their resolution; knowledge of community services and agencies; the language and patterns of behavior of its residents; the ability to help in organizing health service recipient groups; the ability to survey and evaluate health services.

ADOPTED: 3/3/69



SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: COMMUNITY HEALTH WORKER II

CODE: 9962

CHARACTERISTICS OF THE CLASS:

Under supervision, assists in carrying out a variety of duties in community health service programs in district health centers, clinics, and mental health facilities; works with professional staff extending effective health services to community residents; plans, develops, and follows through on all contacts and cases; assists in developing methods of rendering health services to ethnic and minority groups; works with individuals in overcoming language and procedural barriers when asking assistance; works to foster understanding between individuals and service institutions.

Requires responsibility for making regular personal contacts with community residents, community organizations, health personnel, and the staffs of related agencies; follows departmental guidelines related to health services; maintains operational and simple statistical records; and performs related duties as required.

EXAMPLES OF DUTIES:

1. Works with professional staff in case work in health center, clinic and mental health facilities, both field and office. That will include: Recording data, number of people interviewed, number responding to treatment and services; assists supervisor in evaluating cases to be continued and discontinued.

2. May contact health officials, private doctors, hospitals, and clinic staffs in securing effective services for clients.

3. May arrange meetings with community groups to determine health needs and to provide information regarding services.

4. Attends meetings with official staff, parents and other community groups; attends staff meetings, health conferences, local and state, on health care that could be rendered to ghetto and low income residents.

5. Assists in the explanation of health programs and terminology in carrying out community health plans and organized activities; explaining goals and objectives to individuals and to community groups as to services and resources that exist within the Health Department.

6. Operates technical equipment such as slide projectors, audio-visual materials, movie projectors and distributes pamphlets and other information; conducts these activities before large community groups, center staff meetings; leads group discussion on value of audio-visual aids and their role in fostering better health care.

7. May assist in conducting statistical studies to evaluate resident response and the effectiveness of health programs.

8. Assists in the preparation and maintenance of records and lists; sets up charts and diagrams pinpointing critical areas that are responding and not responding to Health Department facilities; conducts surveys on individual citizens, concentration of population and economic status.

MINIMUM QUALIFICATIONS:

Training and Experience: Successful completion of two years of college and on-the-job training.

Knowledge, Abilities and Skills: Requires knowledge of: Health Department resources; general understanding of Health Department functions; understanding of community attitudes and goals toward public institutions; serves as an effective liaison between the community and the established institution.

PROMOTIVE LINES:

To : No normal line of promotion

From: 9961 Community Health Worker I

ADOPTED: 2/9/70



(NEW CLASS)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: TRANSPORTATION ASSISTANT

CHARACTERISTICS OF THE CLASS:

CODE: 9965

Under immediate supervision, assists bus or street car motorman in the non-driving aspects of transit vehicle operation; attends a formal driver's training course of instruction given by the San Francisco Municipal Transit System; attends classes designed to improve general educational proficiency; as assigned, serves as a Municipal Railway Community Relations representative; and performs related duties as required.

Requires responsibility for: Assisting in carrying out established rules, policies and procedures of the Municipal Transit System; following prescribed oral and written training and educational instructions; regular contact with Municipal Transit passengers in promoting good public relations; keeping simple records and assisting in obtaining information for reports.

EXAMPLES OF DUTIES:

1. Assists bus or street car driver in the safe and efficient boarding and exiting of passengers; sees that passengers are seated or moved to the rear of the bus; assists in clearing the area around the driver and the front door; provides special help to infirm people.
2. Assists in maintaining transit passenger rules such as the use of radios, smoking on transit vehicles, etc.; assists in the protection of transit property, including damage to seats and other equipment.
3. Provides assistance to the driver in maintaining order on the bus; in case of an accident or a serious problem, immediately notifies the Municipal Railway office; in the event of an accident, assists the driver in getting information from passengers, witnesses and others.
4. Serves as a community relations representative of the Municipal Railway; provides scheduling information; when assisting a driver, remains alert to the safety of passengers; maintains a courteous and helpful attitude.
5. Attends a formal driver training course given by the San Francisco Municipal Transit System which includes classroom instruction, driver education, and vehicle operation; observes and learns transit coach operation on a training vehicle.
6. Attends supplementary classes of instruction given by the San Francisco Unified School District designed to improve general educational proficiency; earns credits for grade completion; achieves required rating on the Grade Level Equivalency Test.

MINIMUM QUALIFICATIONS:

Persons appointed to positions in this classification must be within the category of those for whom the Economic Opportunity Act or other similar federal or state legislation is intended to benefit.

Training and Experience: Although no specific training and experience is required, each man appointed as a Transportation Assistant is expected to possess the basic aptitude for becoming a bus or street car operator. Willingness to progress in the training and learning of the vocational and academic subjects will be evaluated periodically.

CLASS TITLE: TRANSPORTATION ASSISTANT

CODE: 9965

MINIMUM QUALIFICATIONS: (CONTINUED)

Knowledge, Abilities and Skills: Requires ability to: Make simple arithmetic computations; write clearly; maintain good relations with superiors, co-workers and the public; learn to follow oral and written instructions.

License: Possession of or ability to obtain a valid California Driver's license.

(Successful completion of six months of training as a Transportation Assistant will satisfy the experience requirement as set forth in the examination announcement for S102 Conductor and S104 Motorman; other requirements must be satisfied as set forth in the current announcement.)

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

CLASS TITLE: COMMUNITY WORKER

CODE: 9971

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, works as a member of a team in bringing a unified point of view to the promotion and utilization of community services; assists in developing community liaison between agency staffs, service providers, recipients, consumers and potential recipients to acquaint individuals and groups with available community resources and services; and performs related duties as required.

DISTINGUISHING FEATURES:

Employees in this class establish and maintain contacts within the community for the purpose of explaining the services, facilities and resources being provided by the department. These employees also obtain information regarding the needs of community members and relate such information to staff members for the purpose of planning future programs.

EXAMPLES OF DUTIES:

1. Works with families and the elderly to inform them of, and to encourage them to make use of, services which may assist them to promote and extend the stability and quality of their lives; informs members of the team of findings in the community and participates with them in determining the most appropriate services for a particular case; and makes appropriate referrals.
2. Establishes and maintains contact within neighborhoods or with groups which have a community function and focus such as public gathering places, commercial facilities, clubs, schools and social agencies for the purposes of obtaining and providing information; provides individuals or groups with accurate and complete information regarding available community resources to assist them in making independent choices.
3. Assists agency personnel to develop better understanding of the needs of the elderly and other persons and groups in the community by providing them with observations and information reflecting the particular preference, interests, and concerns of the community group involved.
4. Works to develop, maintain and update an inventory of both formal and informal community resources available in a particular neighborhood and also of needs for services which are currently not being met; develops, maintains and updates an inventory of elderly citizens needing services.
5. On assignment, assists members of the community to identify and express effectively what they feel are unmet needs and assists them to locate appropriate avenues to seek expansion of services or legislative changes; helps to place community complaints regarding poor or unaccessible service in a perspective which is useful to team members in recommending changes and improvements.
6. Assists members of the community in organizing self-help projects which may assist them to obtain medical care, housing, child care, jobs, etc.
7. As assigned, prepares and maintains reports, records and appropriate correspondence.

CLASS TITLE: COMMUNITY WORKER

CODE: 9971

MINIMUM QUALIFICATIONS:

Training and Experience: Three years' residence in community, including one year's experience in community activity, or one year's experience in a social service agency in related capacity, or a combination of community and social agency experience totaling one year.

Knowledge, Abilities and Skills: Must have sufficient knowledge of elderly or family life, behavior, attitudes and speech prevailing in the community to interpret these to other members of the team. Must be able to relate readily to a full range of ethnic or special orientation and interest groups within an assigned neighborhood. Must be able to convey the significance of and explain clearly to senior citizens or other groups and individuals in the community the services and facilities available through agencies and institutions. Must be able to develop and maintain good communications with personnel of all agencies and institutions serving the client with whom they are working. Must be prepared to acquire increasing knowledge of services and facilities available from agencies and institutions, of procedures in obtaining such services and facilities, and skill in communicating the needs of the community to agencies and institutions.

PROMOTIVE LINES: To be established

AMENDED: 6-7-76

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SCHOOL COMMUNITY RELATIONS ASSISTANT

CODE: 9972

CHARACTERISTICS OF THE CLASS:

Under general supervision performs duties in the planning, implementation and maintenance of special projects of the SFUSD; assists in developing a more positive relationship between parents and community representatives and school district personnel in order to promote a more meaningful educational program; acts as a liaison with the community for the purpose of obtaining and providing information and of developing a better understanding of the needs to be met and resources available; assists professional staff in assigning students and revising attendance boundaries according to the integration plan; and performs related duties as required.

DISTINGUISHING FEATURES:

The School Community Relations Assistant is the journeyman level of School Community Relations series. Positions may be located at a school site or at the district office. At either location, duties involve direct contact with students' parents or other community members in order to foster communication between them and school district administrators and staff.

EXAMPLES OF DUTIES:

1. Serves as liaison between community, parents, and pupils and school district staff; establishes and maintains contact within neighborhoods or with community groups for the purpose of obtaining and providing information.
2. Assists professional staff in publicizing educational development programs and issuing information with regard to the activities, goals and functions of the programs.
3. Serves as community organizer and discussion leader in developing a better understanding of the needs of persons and groups in the community and in providing them with information reflecting the particular preferences, interests and concerns of the community group involved; may assist in conducting workshops.
4. Assists in gathering and evaluating data relative to activities and functions of the project; prepares memoranda, reports, correspondence and other material concerning the project.
5. May provide language interpretation services in contacts with non-English speaking persons.
6. Responds to telephoned and written requests for assistance and information by referring to Board Policies, project guidelines, directives, files, lists and maps.
7. May perform technical duties related to school integration project planning and implementation such as special program pupil assignments, school attendance permit processing, or school attendance area boundary revision for a specified geographic area or specific grade level schools; assists in carrying out policies of the Board of Education.
8. Performs general office procedures in connection with the implementation of a project.

MINIMUM QUALIFICATIONS:

Training and Experience: Community residence and one year of experience with the problems of integration, community planning or community relations--involving considerable public contact, or the equivalent.

CLASS TITLE: SCHOOL COMMUNITY RELATIONS ASSISTANT

CODE: 9972

MINIMUM QUALIFICATIONS: (continued)

Special Requirements: Certain positions in this classification may require specified bilingual and/or bicultural skills, or other such requirements as program guidelines dictate.

Knowledge, Abilities and Skills: Requires ability to: Must possess a general knowledge of the project to which assigned; knowledge of organization and resources of S.F.U.S.D.; ability to relate to and work with people from diverse ethnic or special orientation/socioeconomic groups in School District, develop and maintain good communications with staff and public; deal courteously and effectively with others; accept supervision and work as a team toward the implementation of project; the ability to speak, read and write English well. Must show a sincere interest in achieving the objectives of School District programs, and be prepared to acquire increased knowledge in promoting educational-development through improved community-school relations.

NOTE: Exempt per charter section 8.300 (a)(2)

ADOPTED: October 7, 1968

AMENDED: July 18, 1977

Spec. Int. 36.
(NEW CLASS)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SCHOOL COMMUNITY RELATIONS ASSISTANT

CODE: 9972

CHARACTERISTICS OF THE CLASS:

Under immediate supervision assists in developing a more positive relationship between parents, community representatives, and school personnel in order to promote a more meaningful educational program for the children in the elementary schools of the Bayview-Hunters Point Community (Southeast Educational Development Area); acts as a liaison between community, school and the educational program for the purpose of obtaining and providing information and in developing a better understanding between these groups as to the needs to be met and resources available, and performs related duties as required.

Requires responsibility for: Following established methods and procedures in providing communication between community, school and the educational program in reaching the goals and fulfilling the purpose of this project; regular contact with school administrators, community groups and their representatives in creating rapport between them; preparing regular operational records and reports.

EXAMPLES OF DUTIES:

1. Assists project staff in publicizing the educational development program and issuing information with regard to the activities and functions of the program.
2. Serves as liaison between parents, teachers and pupils and establishes and maintains contact within neighborhoods or with groups which have a community function for the purpose of obtaining and providing information.
3. Serves as community organizer and discussion leader in developing a better understanding of the needs of persons and groups in the community and in providing them with information reflecting the particular preference, interests and concerns of the community group involved.
4. Assists in gathering and evaluating data relevant to activities and functions of the program.

MINIMUM QUALIFICATIONS:

Training and Experience: Community residence.

Knowledge, Abilities and Skills: Requires ability to: Must be able to relate readily to ethnic or special orientation and interest groups; must be able to convey the significance of and explain clearly to groups and individuals in the community the functions and purpose of the program; must be prepared to acquire increased knowledge in promoting educational development through improved community-school relations; must show a sincere interest in achieving the objectives of the School Community Educational Program.

PROMOTIVE LINES:

To : No normal line of promotion

From: Original entrance examination



SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: MODEL NEIGHBORHOOD ASSISTANT

CODE: 9975

CHARACTERISTICS OF THE CLASS:

Under general supervision: Represents the Model Neighborhood Agency in obtaining, developing, and disseminating information on agency activities within the designated community; conducts surveys of the model neighborhood area to obtain planning data; provides information on available community resources and services; and performs related duties as required.

Requires responsibility for: Carrying out and explaining plans, methods, policies and procedures related to model neighborhood services to individuals, community organizations, agencies and businesses; gathering, compiling and reviewing planning information; continuing personal contacts with individuals and groups in the community.

EXAMPLES OF DUTIES:

1. Contacts individuals, families, organizations, governmental and private agencies and businesses in order to obtain detailed information concerning their needs.
2. Conducts surveys of individuals and families living in the model neighborhood area to obtain basic information about occupancy status, family composition, income, living conditions, housing needs and related planning data.
3. Supplies information on community programs and services available from the agency and other community agencies.
4. Observes families with health, economic and social problems and refers them to appropriate agency for assistance.
5. Assists the project staff in the dissemination of informational material; prepares news releases, video tapes, press releases, and other publicity materials.
6. Serves as a community organizer and discussion leader in developing a better understanding of the needs of persons and groups in the community; provides information concerning the goals of the Model Neighborhood Agency.
7. Assists in gathering and evaluating data relative to activity and functions of the project; as assigned, assists in the preparation of reports, correspondence and records.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires residency in the model neighborhood community and must be 18 years of age or older. Appointees in this classification are required to have a sincere interest in helping to achieve the objectives of the Model Neighborhood Agency.

Those appointed are expected to attend college or university courses in order to expand their capabilities. Preferable subject areas are: Education, planning, health and the social sciences.

Knowledge, Abilities and Skills: Requires a general knowledge of: The goals, policies and procedures of the model neighborhood program; the ethnic, social and economic factors affecting residents of the community.

Requires aptitude for: Interviewing persons effectively; obtaining facts and evaluating relevant information; presenting oral and written reports concisely and clearly.

Requires ability to deal courteously, effectively and tactfully with residents, businesses, the general public and a variety of outside groups.

License: Requires a valid California State Motor Vehicle License.

(NEW CLASS)

SAN FRANCISCO CIVIL SERVICE COMMISSION
151 City Hall

CLASS TITLE: ECONOMIC COORDINATOR, MODEL NEIGHBORHOOD AGENCY

CODE: 9976

CHARACTERISTICS OF THE CLASS:

Under general supervision, coordinates the planning, development and implementation of economic factors affecting the operations of a Model Neighborhood Agency; provides technical assistance for the resolution of community problems in the area of economic development; performs staff services with the Commission, Task Forces, Citizens Advisory Council and community groups; assists in the development of employment opportunities; plans educational programs; and performs related duties as required.

Requires responsibility for: Developing, interpreting, coordinating, executing and explaining policies and procedures of the Model Neighborhood Agency; making considerable continuing personal contacts with representatives of governmental, civic, business, labor organizations and the general public in the exchange of information and in discussing Agency problems as they relate to economic conditions; preparing and reviewing important reports involving economic development; submits recommendations on Agency economic policies.

EXAMPLES OF DUTIES:

1. Coordinates the planning, development and execution of economic policies and programs of a Model Neighborhood Agency, reviews and analyzes legislation and governmental agency guidelines affecting economic policies, plans, programs and projects of the Model Neighborhood Agency.
2. Provides guidance and technical assistance to groups and organizations working with the Model Neighborhood Agency regarding economic and employment projects and programs; assists in the resolution of specific community problems.
3. Organizes and encourages the participation of individuals and neighborhood groups in dealing with economic related problems of the area; seeks the assistance and advice of those in the community in order to develop Agency policies and programs in the economic field; speaks before neighborhood groups and organizations to explain and interpret Agency activities.
4. Works with employers, labor unions, employment agencies and others in developing affirmative action programs; develops, presents, reviews and monitors policies and programs; assists in the development in a centralized employment center; assists in the development and maintenance of New Careers programs; provides research information concerning opportunities for skilled tradesmen, business men, professional and others; prepares reports on employment practices and upon the progress of affirmative action programs.
5. Provides technical assistance and advice to agency members, Task Forces and community groups in the development of a community loan center; assists Task forces and the community in the development of methods, procedures and programs to enable the community residents to own their own businesses.
6. Attends all meetings of the Commission; performs such staff service for the Commission members, Task Forces and the Advisory Council as are required under the supervision of the Director; gives advice to the Commission on the formulation of Agency policies within the economic field.
7. Assists in planning and coordinating educational programs, seminars, in-service training and other programs in the areas of education, employment, housing, neighborhood development and youth.

ECONOMIC COORDINATOR, MODEL NEIGHBORHOOD AGENCY

CODE: 9976, Continued

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree

Requires four years of progressively responsible experience in economic development, in-group work, industrial relations or employment related positions; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: Economic, employment and labor practices and conditions in San Francisco and the Bay Area; the codes, statutes and laws related to equal employment opportunities; and the problems and methods of intergroup relations work.

Requires the ability to: Plan, organize, supervise and promote programs with employers and trade union representatives; assign and supervise work; develop constructive relationship with minority group members; speak effectively and write technical and narrative reports; deal tactfully and effectively with governmental officials, professional and technical persons and employees, community organizations and the general public.

ADOPTED: June 30, 1969

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PARENT AND COMMUNITY INVOLVEMENT COORDINATOR,
S.F.U.S.D.

CODE: 9977

CHARACTERISTICS OF THE CLASS:

Under general direction, develops, organizes and evaluates a comprehensive program to improve and increase parent and community involvement in the San Francisco Unified School District; promotes public relations with the community by assisting in the development and dissemination of information to promote and enhance parent participation in the education of the youth of San Francisco; provides technical and liaison services; and performs related duties as required.

DISTINGUISHING FEATURES:

The Parent and Community Involvement Coordinator serves as a liaison between the School District and parents with regard to a specific or special program. Positions in this class develop workshops, training sessions and other public relations materials in order to encourage communication with parents and the community and to increase parental involvement and understanding in the school processes.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Consults with and advises district management on ways to involve parents in the activities of the San Francisco Unified School District.
2. Attends school and community meetings to inform staff, parents and the community on district activities; contacts individuals and groups to disseminate information on district programs and activities; and responds to questions and requests from school sites, parents, organizations and community groups.
3. Organizes, implements and coordinates training workshops and seminars on strategies for parental involvement for administrators, school staff, resource personnel, parents and community organizations.
4. Addresses civic, faculty, service, parent, student and community groups as a district representative to explain a specific program; gives progress reports and provides information on educational programs and services of the San Francisco Unified School District.
5. Investigates complaints from parents and the community related to a specific district program; recommends corrective action to preclude further adverse action or opinion; may prepare replies to such complaints; may provide counseling and referral services.
6. Prepares and assists in the preparation of periodic and annual reports related to public relations activities; maintains a current file on parent education and parent involvement material, community resource file and other records essential to an effective parent and community involvement program.
7. Provides information to parents in Spanish, Chinese, Vietnamese, Tagalog or other languages in order to improve home-school communications between the targeted schools and the community and to promote and enhance integration efforts.
8. Provides technical assistance to school sites and community groups for the establishment and development of parent education and parent involvement programs.
9. Supervises volunteer, clerical, and paraprofessional staff as required; may advise and train others in public and human relations problems and techniques.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Knowledge of: The San Francisco Unified School District, its functions, organization, policies and programs as related to parents and various communities; educational integration philosophy, programs and techniques; public information and community relations; community resources, advocacy and referral methods.

Ability to: Communicate effectively, both orally and in writing, with staff and community in a multi-ethnic educational environment; develop and maintain good working relationships with school staffs, parents and the general public; prepare accurate, concise public relations data and materials.

Skill in speaking, writing and reading a second language predominant in the community is desirable.

ADOPTED: 12-7-87

AMENDED: 5-3-93

#4352c

(NEW CLASS)

SAN FRANCISCO CIVIL SERVICE COMMISSION
151 City Hall

CLASS TITLE: PROGRAM EVALUATION SPECIALIST, MODEL NEIGHBORHOOD AGENCY CODE: 9978

CHARACTERISTICS OF THE CLASS:

Under direction, develops, organizes and maintains an evaluation system designed to monitor existing programs and projects; reviews and analyzes proposed programs; provides important data for the research, development and evaluation of Model Neighborhood activities for the staff, commission members, the Advisory Council and others; designs information questionnaires; coordinates the collection of data; supervises a statistical and data filing system; prepares and edits statistical reports, and performs related duties as required.

Requires responsibility for: Collecting, analyzing and reporting information necessary for program operations; develops methods for the copulation of data and statistics regarding such areas as education, housing employment, health and juvenile behavior; compiles information regarding related activities of public and private agencies; and maintains the Agency information system.

EXAMPLES OF DUTIES:

1. Develops, organizes and maintains an evaluation system designed to review existing and proposed Model Neighborhood Agency programs and projects; personally analyzes, evaluates and submits recommendations on specific programs and projects; gives advice and technical assistance in the development and implementation of Agency programs.
2. Collects, consolidates, analyzes and interprets statistical data and reports from on-going programs; submits evaluative reports regarding performance and relative effectiveness of special programs; develops standards and criteria for rating program value; recommends program modifications when indicated.
3. Maintains liaison with personnel of local, regional, state and federal agencies and private organizations in order to exchange information; studies federal and state legislation affecting Model Neighborhood program operations.
4. Advises and assists community groups and organizations on the planning of new programs; participates in field visits to obtain planning information; recommends additional services based upon survey data and analysis of the community needs within the Model Neighborhood area.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree; preferred major fields of study are business administration, mathematics, economics or the social sciences.

Requires five years of progressively responsible work experience related to the duties and responsibilities of this position; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of the principles, practices, purposes and scopes of various model neighborhood programs; statistical and research methods and the source of information and data relating to urban growth and revitalization; federal, state and local laws as they relate to Model Neighborhood activities.

Requires the ability to: Collecting, analyzing and interpreting data pertaining to Model Neighborhood programs and projects; speak effectively and write technical and narrative reports; deal tactfully and effectively with the general public, governmental officials, professional and technical persons and employees, community organizations and the general public.

ADOPTED: June 30, 1969

(NEW CLASS)

SAN FRANCISCO CIVIL SERVICE COMMISSION
151 City Hall

CLASS TITLE: MODEL NEIGHBORHOOD PROGRAM COORDINATOR

CODE: 9979

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, directs and coordinates all programs, projects, and studies of a Model Neighborhood Agency; analyzes data and prepares recommendations based upon interpretations thereof; prepares difficult and complex technical reports; and performs related duties as required.

Requires responsibility for: Developing, carrying-out, interpreting and coordinating Model Neighborhood Agency programs, policies and methods; continuing personal contacts with responsible representatives of government, civic and business organizations and the general public in connection with the explanation and interpretation of programs, projects and policies related to Model Neighborhood activities; requires independent responsibility for the preparation and maintenance of important professional and technical records and reports concerning agency plans and programs in the fields of education, employment, business development and related functions.

EXAMPLES OF DUTIES:

1. Plans and directs subordinate Model Neighborhood Agency personnel engaged in major planning activities and the implementation of programs and projects; provides technical advice and review for all program development; coordinates and supervises the design, consultation, analysis and evaluation of studies dealing with social, economic, technical and physical data; supervises the collection, tabulation, analysis and presentation of statistical data from which program and policy decisions can be made.

2. Analyzes and reviews existing and proposed legislation in the areas of employment, housing, redevelopment, health, education and social services; evaluates and advises the Director and Agency members on the consequences of such legislation on the activities of a Model Neighborhood Agency; assists in the formulation of staff recommendations concerning Agency policy regarding such legislation.

3. Consults, advises and provides technical assistance to groups, organizations and individuals preparing Model Neighborhood program proposals; reviews, analyzes and recommends on the feasibility of such proposals.

4. Gathers and submits information regarding additional program funding sources; prepares new programs or program concepts; develops and submits for agency approval applications for new programs or projects to governmental agencies and private organizations.

5. Compiles research information necessary for effective program preparation; solicits and maintains information on appropriate programs operating in other communities; maintains statistical and other information relating to area problems and on-going programs.

6. As assigned, addresses community, business and other groups to explain programs and problems and promote good public relations for the Model Neighborhood Agency; may assist in representing the Model Neighborhood Agency before the Board of Supervisors' committee meetings; other governmental agencies, commissions and boards.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree; major course work preferably in the fields of city planning, architecture, economics, business administration, social sciences or related fields.

Requires six years of progressively responsible work experience related to the duties and responsibilities of this position; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: The principles, and practices of contemporary programs affecting Model Neighborhood Agency activities; techniques of statistical and research methods and source of information and data; federal, state and local law relating to physical and social programs.

Requires considerable ability to: Apply these techniques to specific program development and implementation; collect, analyze, and interpret data relating to physical and social planning situations; speak effectively and write clear and concise technical and narrative reports; coordinate activities with other phases of programming; effectively supervise the work of subordinate personnel; deal effectively with government officials, professional organizations, community groups and the general public.

ADOPTED: June 30, 1969

Amended
(NEW CLASS)

FEB 16 1971

CODE: 9980

CLASS TITLE: FIRE SAFETY TECHNICIAN

CHARACTERISTICS OF THE CLASS:

Under immediate supervision and in the capacity of a trainee: Attends a formal course of instruction conducted by the Fire Department's Division of Training; attends classes designed to improve general educational proficiency; participates in orientation tours; and work assignments at Fire Department installations; participates in the department's community relations programs; and performs related duties as required.

DISTINGUISHING FEATURES:

Incumbents in this class will be selected from the target communities of the City with a proven interest in and willingness to serve in the San Francisco Fire Department as fully qualified Firemen. Following a prescribed period of training during which regular, periodic evaluations of progress will be made, individuals will be eligible to participate in an examination for class H-2 Fireman. Work assignments at department installations may be those incidentally assigned to uniformed fire fighters except that incumbents will not participate in actual fire suppression and rescue operations.

EXAMPLES OF DUTIES:

1. Participates in a course of instruction as necessary in those basic academic subjects required to prepare for the regular fire academy and other departmental training.
2. Participates in a course of instruction at the San Francisco Fire College which includes the organization, procedures, techniques, policies, equipment, and apparatus pertinent to the department.
3. Receives an orientation in all phases of Fire Department operations through a regularly scheduled program of assignments and/or visits to all department installations.
4. Receives instruction in community relations practices followed by the Fire Department and as specifically programmed by the Coordinator as a utilization factor; participates in group discussions with members of the Fire Department in matters relating to fire prevention, fire fighting, safety, and the role of the Fireman in the community.
5. Accompanies members of the uniformed force of the department engaged in conducting structural surveys, home safety surveys, fire prevention lectures, and other public service projects.

MINIMUM QUALIFICATIONS:

Individuals appointed to positions in this classification must be included in the category of those for whom the Economic Opportunity Act or other similar federal or state legislation is intended to benefit.

TRAINING AND EXPERIENCE: None.

Knowledge, Abilities and Skills: Requires an aptitude for service as a Fireman; ability to achieve required educational standards through instruction; ability to speak clearly and effectively; some manual dexterity.

Physical: Same requirements as for H-2 Fireman, or deficiencies correctable to standards within the prescribed period of training. (Successful completion of the prescribed period of training as a Fire Safety Technician will qualify incumbent for promotional examination for H-2 Fireman).

PROMOTIVE LINES:

To : H-2 Fireman
From: Original entrance examination

Adopted: 7/27/70

Amended: 12/21/70

EXAMINATION

1910

U. S. DEPT. OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: EXECUTIVE DIRECTOR OF PARENT RELATIONS,
S.F.U.S.D.**

**JOB CODE: 9981
Business Unit: SFUSD**

Definition: Under the administrative direction of the Superintendent of the San Francisco Unified School District, the Executive Director of Parent Relations has oversight responsibility for creating, implementing, directing, managing, and coordinating the multiple district-wide Parent Relations and Involvement initiatives; interpreting legislation and administrative policies and procedures relating to parent relations and involvement programs. The Executive Director of Parent Relations, S.F.U.S.D. performs a broad range of duties and responsibilities for project planning and reporting to the Superintendent, the Superintendent's cabinet and the Governing Board. The purpose of this program is to directly involve parents and motivate them to become involved in special school and community programs, which are being continuously developed, to promote school readiness and curriculum enrichment (college preparedness) in order to improve student academic achievement.

Distinguished Features: The 9981 Executive Director of Parent Relations, S.F.U.S.D., is a Superintendent's Cabinet Member who reports directly to the Superintendent of Schools. It is distinguished from Class 9977 Parent and Community Involvement Coordinator, SFUSD, in that it has overall responsibility for all Parent and Community Involvement/Relations functions; and exercises independent decision making while directing the work of subordinate staff.

Supervision Exercised: Class 9981 Executive Director of Parent Relations directs and supervises staff including subordinate-level Directors and Coordinators at various school site locations.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Researches, analyzes, and interprets federal & state legislation to make policy recommendations to the Superintendent and Cabinet for the creation and implementation of a District-wide Parent Involvement program.
2. Develops, manages, and monitors the budget, grant, and contract administration of a District department for five (5) school sites/community based Parent Centers.
3. Plans, develops, and implements innovative District-wide support programs and establishes new program components to increase parent/student involvement in a multi-cultural environment.
4. Communicates plans, goals and objectives to all levels of management within the District, i.e., the Superintendent, Governing Board, Research and Evaluation Department, multi-lingual parents and community groups.
5. Develops and maintains working relationships with community resources programs in the Bay Area, State and National Education Community to review plans, programs and shared objectives.
6. Directs and supervises staff analyzing complex statistical and quantitative data generated by district programs and other jurisdictions.
7. Analyzes highly complex statistical and quantitative data related to student performance, and evaluates program effectiveness and makes recommendations for program changes within the budget provided by state and local funding.

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**JOB CODE TITLE: EXECUTIVE DIRECTOR OF PARENT RELATIONS,
S.F.U.S.D.**

**JOB CODE: 9981
Business Unit: SFUSD**

Job Related and Essential Qualifications:

Knowledge of: federal, state, and local laws and regulations pertaining to educational programs; Early Childhood Education and Parenting Education programs; educational structure, functions, services, and curriculum development; community resources including their programs and policies relating to parent-student involvement; development and administration of grants and educational budgets; and quantitative statistical and analytical methodologies of data collection, research, and reporting.

Ability to: analyze complex statistical data to determine deficiencies in parent training and to measure program effectiveness; develop innovative and creative programs to solicit parent program involvement and to train parents in enhancing student academic achievement; direct work assignments of subordinates; obtain, collect, organize, and evaluate relevant information; present facts in the proper report format; communicate effectively in writing in a clear and convincing manner; direct and supervise a diverse staff throughout District work sites; coordinate, organize, and facilitate meetings with management, state and local social service agencies, and others in order to present information on projects and make recommendations for improvement; establish and maintain effective communication with District management and staff, Governing Board and elected officials, and diverse community groups and/or parents of varying ethnicities and socioeconomic status on complex issues as they relate to the improvement of student academic achievement.

Experience and Training Guidelines:

Possession of a baccalaureate degree from an accredited college or university, AND five (5) years professional experience working in an academic achievement program(s) in an educational setting. Experience must include legislative/administrative policy analysis, budget development and contract administration.

Effective Date: 6/9/00

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: DIRECTOR OF BUSINESS AND COMMUNITY
DEVELOPMENT, S.F.U.S.D.**

**JOB CODE: 9982
Business Unit: SFUSD**

Definition: Under administrative direction of the Superintendent of the San Francisco Unified School District, is responsible for developing, managing, and coordinating the Business and Community Development Department of the San Francisco Unified School District; directing department staff in developing strategy and preparing policy and recommendations for a wide variety of business and community development related activities; and representing the department and school district before boards, commissions and committees.

Distinguishing Features: The Director of Business & Community Development is a Superintendent's Cabinet Member who reports directly to the Superintendent of Schools. It is distinguished from Class 9981 Executive Director of Parent Relations, SFUSD, in that it has overall responsibility for agency grant policies, plans, and programs that relate to community development.

Supervision Exercised: Class 9982 Director of Business & Community Development supervises professional staff through subordinate supervisors, professional, technical, and clerical staff; and oversees the work of consultants and contractors performing duties or functions related to community development projects.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Plans, directs, administers and coordinates the District's citywide school to career partnership program; ensures compliance with federal and state legislation.
2. Directs the Business and Community Development department staff in developing policy and strategic plans; makes recommendation concerning the types and sources of grants for the District to apply for; ensures that grant funds are from appropriate grantors and the grant purpose will fill a need in the district; coordinates with the district's School-to-Career (STC) steering committee concerning grant applications and distribution of grant money; and designs new programs and initiatives to meet district needs and objectives, secure funding, hire program staff, and oversee the program and/or work.
3. Makes recommendation to the Superintendent on the distribution of grant funds that will fairly allocate funding to the diverse communities represented in SFUSD; and develops and maintains effective working relationships with diverse community organizations, the Office of the Mayor, Community College of San Francisco, San Francisco State University, the SF Chamber of Commerce, as well as, the Teacher's Union and the San Francisco Labor Council to develop a citywide, sustainable school-to-career program.
4. Makes recommendation to the superintendent and governing board regarding the selection of appropriate federal, state, and private grants to solicit funding from grantors; conducts presentations to the governing board and the public in support of grant recommendations; develops and implements a plan to provide affordable housing for SFUSD Teachers; and provides assistance to various district departments seeking to increase their budgetary resources by assisting them in locating and applying for local, state, federal, and private funds.
5. Provides direction in grants management of various programs including: fiscal management, grant application completion and review, and compliance with grant conditions and grant performance evaluation.
6. Directs the overall assignment of day-to-day department staff responsibilities and special projects; reviews and evaluates effectiveness and efficiency of program managers and program staff in relation to the goals and objectives of the department and of the district.

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**JOB CODE TITLE: DIRECTOR OF BUSINESS AND COMMUNITY
DEVELOPMENT, S.F.U.S.D.**

**JOB CODE: 9982
Business Unit: SFUSD**

7. Represents the District on the City's Strategic Transition Committee for the Workforce Investment Act.
8. Performs related duties as assigned.

Job Related and Essential Qualifications:

Knowledge of: principles, practices, purpose and scope of all aspects of San Francisco Unified School District's business and community development programs and available community resources; grant proposals and administration processes; and federal, state, and local rules and regulations regarding community development programs.

Ability to: coordinate the business and community development objectives of the district with numerous governmental, community and private organizations, and their objectives; plan, organize, initiate, direct and review the work of subordinates; and establish and maintain cooperative and effective working relationships with District management and staff, Governing Board and elected governmental officials, and diverse community groups of varying ethnicities and socioeconomic status on complex issues as they relate to community development.

Skill in: applying principles to define problems, collecting data, establishing facts, and drawing valid conclusions; making complex decisions and appropriate recommendations under time constraints where there may often be conflicting interests; conducting presentations effectively before Federal, State and local governmental officials, business leaders, and community members; and preparing clear and concise reports.

Experience and Training Guidelines:

Possession of a baccalaureate degree from an accredited college or university in public administration, planning, economics, social services or related field; AND eight (8) years of progressively responsible experience in community development. Five (5) years of the eight (8) years experience must include supervision of community development staff.

Effective Date: 6/9/00

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

JAN - 9 2001

SAN FRANCISCO
PUBLIC LIBRARY**JOB CODE TITLE: DIRECTOR OF LEGISLATIVE AFFAIRS
AND GOVERNMENTAL RELATIONS,
SAN FRANCISCO UNIFIED SCHOOL DISTRICT****JOB CODE: 9983
Business Unit: SFUSD**

Definition: Under administrative direction, administers the activities of the District's legislative office and participates in the development and planning of strategies regarding the passage or defeat of legislation of interest to the District.

Distinguishing Features: Director of Legislative Affairs and Governmental Relations is the administrator responsible for the activities of the legislative function of the District and reports directly to the Superintendent of Schools.

Supervision Exercised: May supervise administrative, technical and clerical personnel.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class(es) and are not intended to be an inclusive list.

1. Directs the staff of the legislative function in the preparation of proposed legislation, the analysis of legislation and administrative procedures, legislative advocacy and related activities.
2. Directs the development and preparation of research data and analyses of proposed, pending, or existing local, county, state, and federal legislative measures that could affect the School District's instructional programs and other related facilities, financial and other activities.
3. Meets with Board Members, senior management, community employee representatives, and other interested parties to discuss and develop legislation or legislative positions.
4. Coordinates the development of School District-sponsored legislation; obtains authors for the measures; develops and presents information in support of the bills and provides testimony as needed.
5. Formulates School District positions on relevant legislation from responses solicited from District personnel; plans and develops strategies for the passage, defeat, or amendment of legislation of interests to the District and coordinates School District activities in relation to legislative proposals and measures.
6. Meets with individual legislators, representatives from state agencies, including the Governor's office, and representatives of educational and other organizations to present the School District's position and concerns regarding legislative proposals.

**JOB CODE TITLE: DIRECTOR OF LEGISLATIVE AFFAIRS
AND GOVERNMENTAL RELATIONS,
SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

**JOB CODE: 9983
Business Unit: SFUSD**

7. Directs the activities of contract lobbyists, whose duties include monitoring state legislation to determine the fiscal impact on the School District, monitoring the formulation and development of the State budget and other duties as assigned.
8. Provides interpretive and evaluative materials regarding legislative matters to organizational units of the School District affected by legislation and assists the units in determining and seeking legislation to address problems created by existing statutes.
9. Serves as a School District representative to the State Legislature, the Congress of the United States, and other agencies.
10. Prepares and provides written communications to legislators; presents testimony before the various state Senate and Assembly committees and before other state agencies and bodies regarding the School District's position on various items of legislation.
11. Performs related duties as assigned.

Job-related and Essential Qualifications:

Knowledge of: the organization, functions, and goals of the School District, including its fiscal policies, procedures and staff; laws and regulations that determine educational policies and practices; legislative process at the city, county, state, and federal government levels, including knowledge of the structure, procedures, and rules of city, county, state, and federal legislative bodies, their informal structure, and lines of communication needed to initiate decisive action; educational research in the areas of curriculum, teacher preparation, and child growth and development

Ability to: write in a clear and effective manner; interpret and recognize the implications of proposed or existing city, county, state or federal legislation relating to the instructional programs, administration, and fiscal policies of the District; establish rapport with, obtain cooperation from, and motivate a variety of individuals and groups; resolve opposing perspectives from District staff; coordinate special studies and conduct research in the field of legislation; communicate effectively and persuasively on highly technical and/or sensitive issues; and work effectively with legislators, government officials, lobbyists, District personnel, community representatives, and students using tact and good judgment.

Experience and Training Guidelines:

1. Possession of a baccalaureate degree from an accredited college or university. An advanced degree in education, political science, or law degree and/or passage of the bar exam is desirable;
- AND**
2. Four years experience in (a) position(s) requiring knowledge of the legislative process, legislative advocacy, understanding of laws and regulations, and contact with government officials.

Effective Date: 12/15/00

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: PUBLIC RELATIONS DIRECTOR,
SAN FRANCISCO UNIFIED SCHOOL
DISTRICT (S.F.U.S.D.)**

**JOB CODE: 9984
Business Unit: SFUSD**

Definition: Under administrative direction, acts as an assistant to, and reports directly to the Superintendent Of Schools on public relations matters; plans, directs, coordinates, and supervises public relations/administrative activities related to the Board of Education, all schools, departments and centers under the San Francisco Unified School District as directed by the Board of Education and the Superintendent; supervises and directs subordinates engaged in: Parent Relations activities; public access Channel 27; public access radio station KALW; community and corporate relations; community based organization relations; photography and the reproduction of publicity, and preparation of detailed reports and recommendations for the Superintendent and/or the Board of Education; establishes and maintains good relations through community and business partnerships, discussion and interpretations of policies, rules, regulations and procedures; acts as the central clearinghouse for Public Records Act requests; and performs related duties as required.

Distinguishing Features: This single position class is distinguished from other administrative classifications by its sensitive and confidential handling of San Francisco Unified School District public relations, as it relates to district and/or departmental issues, this position requires frequent contact with the Superintendent, the Board of Education, other elected officials, senior level school/district administration/management, the media, parents, public and private organizations and other groups.

Supervision Exercised: May supervise administrative, technical and clerical personnel.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class(es) and are not intended to be an inclusive list.

1. Assists the Superintendent of Schools, San Francisco Unified School District, in communicating with and/or advising the Board of Education, senior level management, schools/district administration, and, as needed, other district employees on a wide range of public relations/administrative activities, issues or projects that may affect district budgets and/or operations.
2. Researches, analyzes and evaluates projects; prepares routine and complex reports and make recommendations to the Superintendent.
3. Manages the Public Information Department, which includes: parent relations, public access television Channel 27, public access radio KALW, community and corporate relations, community based organization relations, reproduction, photography services and media relations; prepares and monitors budgets; reviews and resolves personnel issues; determines work priorities, and supervises staff in the preparation of information for publication.

DOCUMENTS DEPT.

JAN 12 2001

SAN FRANCISCO
PUBLIC LIBRARY

**JOB CODE TITLE: PUBLIC RELATIONS DIRECTOR,
SAN FRANCISCO UNIFIED SCHOOL
DISTRICT (S.F.U.S.D.)**

**JOB CODE: 9984
Business Unit: SFUSD**

4. Acts as the district liaison between the City and County of San Francisco and the District, the Mayor's Office, corporate and community organizations, elected representatives on any district related matter, including new and current legislation, and/or financial and procedural matters affecting the various San Francisco Unified School District departments.
5. Manages special projects dealing with public relations/administrative problems involving multiple operating departments/schools of the San Francisco Unified School District.
6. Assists the Superintendent in preparing presentations to public and private agencies and officials; arrange conferences for top public and private management staff; organizes and conducts inspection tours of various district facilities and schools by the press, grand jury, parents and other interested groups.
7. Represents the Superintendent and/or the San Francisco Unified School District, as directed, at meetings with the press, governmental officials, legislative bodies, representatives of business organizations and community service groups, as well as the general public.
8. Furnishes and exchanges information and explains policies, procedures and regulations relating to the San Francisco Unified School District.
9. Acts as the principal contact for Public Records Act requests, coordinating timely and accurate responses with district departments/schools, in conjunction with the district legal department.
10. Performs related duties as assigned.

Job-related and Essential Qualifications:

Knowledge of: principles and techniques of senior level organizational management; public relations/administrative principles and techniques; and general knowledge of applicable laws and regulations governing public school district administration.

Abilities to: plan, organize, assign and supervise the activities of subordinate personnel; interface with the media, governmental agencies, and various organizations; make comprehensive analyses; prepare, review and present clear and concise recommendations and reports on complicated public education administration issues; establish and maintain effective and tactful oral and written communication with senior level management, elected officials, organizations, groups and the general public.

Experience and Training Guidelines:

1. Possession of a baccalaureate degree from an accredited college or university. An advanced degree in education, political science, or law degree and/or passage of the bar exam is desirable;
AND
2. Four years extensive experience in (a) position(s) requiring knowledge of the legislative process, legislative advocacy, understanding of laws and regulations, and contact with government officials.

Effective Date: 12/29/00

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

FEB - 5 2001

SAN FRANCISCO
PUBLIC LIBRARY

JOB CODE TITLE: PERFORMING ARTS SCHOOL DIRECTOR, JOB CODE: 9985

S.F.U.S.D.

Business Unit: SFUSD

Definition: Under administrative direction acts as the district resource and spokesperson for the performing and visual arts programs for all High Schools and Middle Schools of the district and provides assistance to the Elementary Arts Program as needed. The essential functions of this class include: ensuring the provision of artistic resources for all of the district's High Schools and Middle Schools by developing, expanding and maintaining working relationships with Arts organizations, providers and donors throughout the city, state and nation; assisting in the planning, implementation and evaluation of arts programs to ensure that the needs of the district's culturally diverse student population are met; raising funds to support the district's arts programs including researching, applying for and managing arts grants available from city, state, federal and private sources; facilitating training and information about the Arts to students, faculty, parents, teachers and district administrators from resources available nation-wide, but especially in San Francisco; facilitating direct access to the arts by securing donated performances by nationally known artists and free admission to artistic events such as the City's Opera and Ballet; and coordinating the logistical elements necessary to physically change the location of the School of the Arts. This position may also create, write and present district teacher in-services training relating to arts education; work to enlarge and enhance the connections between the San Francisco Unified School District (SFUSD) and the numerous surrounding arts organizations in ways that relate to the day to day curriculum and after school life of students, as well as school to career connections between these organizations. Incumbents in this class may be required to participate on boards and committees which meet regularly to work towards funding arts education and planning where funds will be designated as they relate to arts programs in the SFUSD.

Distinguishing Features: This single position class is distinguished from other administrative classifications in that this position develops and promotes the shared mission and vision for the Performing Arts of the SFUSD and has frequent contact with the Superintendent, the Board of Education, other elected officials, senior level school/district administration/management, the media, parents, public and private organizations and other groups.

Supervision Exercised: Supervises various administrative, technical, clerical and contract personnel, and has responsibility for coordinating projects and chairing various committees.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Chairs the Superintendent's Task Force for the relocation of the district's School of the Arts renovated facility. Works with SFUSD staff, consultants, community arts organizations and funders to develop on the capital campaign, required architectural changes and retrofitting, and program design.

JOB CODE TITLE: PERFORMING ARTS SCHOOL DIRECTOR, JOB CODE: 9985
S.F.U.S.D. Business Unit: SFUSD

2. Pursues grants, scholarships, in-kind donations and funding for new and continuing district arts programs which include free performance experiences for SFUSD students, parents and teachers; writes and implements grants for arts education; works with arts providers to develop new educational arts programs and teaching staff to develop grade appropriate teaching curriculum and materials.
3. Oversees the largest capital campaign the District has for funding both the physical building architectural design and programmatic teaching needs of the new School of the Arts.
4. Represents the district at the national, state and local levels through direct involvement in boards of directors for various arts and collaborative groups such as the California Alliance for Arts Education and the San Francisco Arts Funder's Collaborative; and by giving input and participating in the planning for future district programs and curriculum.
5. Assists in creating and writing the arts education curriculum and standards at both the state and local levels; participates with the School of the Arts on all levels from staffing to individual student career counseling; oversees the district's Artists in Residence program.
6. Develops and maintains partnerships with arts organizations throughout the nation in order to provide new curriculum opportunities that allow district students to see major performances and to interact with the artists and performers in the classroom and beyond.
7. Serves as a direct resource and liaison for district and state arts standards and curriculum, coordinates staffing of arts related positions and works with parents, community groups, arts providers, educators and administrators in any and all capacities related to arts education.
8. Works on all areas of planning and production of district events involving student or local talent.
9. Performs other duties as assigned.

Job Related and Essential Qualifications:

Knowledge of: arts resources in the city, state and nation; grant writing and implementation and curriculum construction and development for grades K-12 students.

Ability to: write clear and concise reports, presentations, proposals, curricula and other materials related to SFUSD and the arts; make contact with potential donors and to make effective presentations to solicit funding for district arts programs; chair activities of diverse community groups; and make presentations to groups and individuals such as the Governing Board, Arts Commissions, community groups, district staff, potential donors and arts providers.

Training and Experience Guidelines:

1. Possession of a baccalaureate degree from an accredited college or university;
AND
2. Five (5) years of experience in a performance arts or educational environment.

Effective Date: 12/24/01

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

DOCUMENTS

CLASS TITLE: COMMUNITY LIAISON OFFICER (FACE)

CODE: 9990

FEB 16 1971

CHARACTERISTICS OF THE CLASS:

SAN FRANCISCO
PUBLIC LIBRARY

Under direction, develops and directs a program of services to communities affected by the Federally Assisted Code Enforcement Program; provides liaison between the agency and residents and property owners; makes appropriate referrals for tenants and landlords; resolves differences between tenants and landlords arising out of FACE activities; fosters a public relations program and encourages voluntary compliance on the part of property owners; and performs related duties as required.

Requires responsibility for carrying out and interpreting the policies of the Citizens Advisory Committee with respect to FACE activities; regular, important personal contacts with representatives of public and private agencies affected by the FACE Program as well as tenants and landlords; representing the Citizens Advisory Committee before community groups and interpreting and explaining the program to them.

EXAMPLES OF DUTIES:

1. Develops programs geared to minimize relocation such as mediation in tenant-landlord disputes; defining rights and mutual obligations of tenants and landlords; drafting of fair rental agreements and seeking other means to prevent unwarranted rent increases.
2. Following procedures outlined in a Cooperative Agreement developed by the Citizens Advisory Committee and the Central Relocation Services; works with Central Relocation Services to assist persons to relocate to decent and standard housing.
3. Investigates all potential relocation resources and maintains a listing of vacant standard units to be available to relocatees and Central Relocation Services.
4. Handles citizen initiated questions and complaints about the FACE Program to expedite satisfactory responses.
5. Creates citizen understanding in the FACE Program through community liaison work; arrangement of occasional informational meetings and production of printed informational matter and news articles.
6. Assists the FACE inspectors to communicate FACE procedures to recalcitrant property owners who are hesitant or unwilling to comply.
7. Facilitates the execution of special projects such as owner maintained street tree planting through the arrangement and management of necessary administrative procedures.
8. Performs in an educational capacity to instill appreciation of the distinctive architectural styles that predominate in the neighborhood in order to encourage rehabilitation that is consistent with the architectural tone of the district.
9. Advises and assists residents to take advantage of public and philanthropic programs and services available to help the needy, sick and disadvantaged.
10. Acts as executive secretary to the Citizens Advisory Committee; prepares agenda, minutes, correspondence, etc.; prepares monthly progress reports for Citizens Advisory Committee and administrative review summarizing staff activity and accomplishments.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a Baccalaureate Degree, with major course work in social service, human relations, public administration, political science or a related field. Two years experience as outlined below may be substituted per year of college required. Requires two years of experience in a recognized social service agency.

CLASS TITLE: COMMUNITY LIAISON OFFICER (FACE)

CODE: 9990

MINIMUM QUALIFICATIONS: (contd)

Knowledge, Abilities and Skills: Requires knowledge of: Social problems and processes that exist in Alamo Square gained from work experience in similar settings; a demonstrated interest in community development.

Requires Ability To: Work effectively with groups of people; represent the Citizens Advisory Committee and the FACE Program before community groups; present his or herself to the community as a fair and objective judge in a disputed matter; translate Citizens Advisory Committee policies into working programs and procedures and organize them; supervise a small staff.

PROMOTIVE LINES:

To : No normal line of promotion

From: Original entrance examination

ADOPTED: 12/21/70





